



101 W. Washington Street, Hagerstown, MD 21740

Discovery Party Room Policies

The cost to rent the Discovery Party Room is \$100.00 per 1½ hours of occupancy, payable in advance. The party room may be reserved up to 3 months in advance of the rental time. Rental payment is required no later than 10 days prior to the event. A signed Rental Agreement and security deposit of \$20.00 are required at time of reservation. The security deposit will be refunded within 10 days following the rental period if Discovery Station, at its sole discretion, determines that the Discovery Party Room policies were adhered to during occupancy and no additional clean-up or maintenance was required as a result of Renter's occupancy. The security deposit is forfeited if the reservation is cancelled or the rental payment is not received at least 10 days prior to the scheduled rental. Museum members receive a 10% discount on rental.

The Renter is responsible for all items required for conducting a party or specified event, including refreshments, serving ware, utensils, paper products, games, entertainment, media requirements, etc. A drink vending machine is available in the adjoining Explorer Café.

The Renter is responsible for party room set-up and clean-up. All furnishings shall be returned to pre-party placement and condition. Cleaning materials are available on site and are provided for appropriate use and convenience of the Renter.

The Discovery Party Room occupancy is limited to a maximum of *20 persons. Children must be under the strict supervision of at least 1 adult per each 5 children present. The participants are expected to remain in the party room for the duration of the event except for rest room or vending machine use. All Discovery Station visitor rules are applicable to participants.

The Renter and invited party room guests may tour Discovery Station exhibits and attractions, either before or after the rental period, at the current, posted group rate.

The Discovery Party Room is handicapped accessible.

Those interested in renting the Discovery Party Room may view the facility and arrange scheduling with the Discovery Station party room coordinator or executive director.

Phone: 301-790-0076
Toll Free: 877-790-0076
Fax: 301-790-0045
E-mail: Info@discoverystation.org
Online: www.discoverystation.org

* For groups larger than 20 persons, arrangements can be made for rental of the Explorer Café, which has a maximum capacity of 49.

DISCOVERY PARTY ROOM RENTAL AGREEMENT

THIS AGREEMENT is made this _____ (Date) between Discovery Station at Hagerstown, Inc. of 101 West Washington Street, Hagerstown, MD 21740, hereinafter called Owner, and

_____ (Address), hereinafter called Renter.

RENTAL PERIOD

The Owner agrees to rent the Discovery Party Room to the Renter for a period of _____ hour(s) , from _____ (beginning time) to _____ (ending time) on _____ (Date).

RENTAL RATE

The Renter hereby agrees to pay the Owner at the rate of \$100.00 per each 1½ hour use of said Party Room. If party guests desire full-access admission to Discovery Station exhibits and attractions during normal operating hours the day of the rental, a group rate of \$3 for children and \$5 for adults shall apply, payable by the Renter or guests no later than time of admission. Admission fee is waived for the Renter.

USE OF PROPERTY

The Renter further agrees:

[1] the maximum occupancy of the Party Room is twenty persons, including no more than 12 children; [2] the room use is restricted to light refreshments, games, gift exchange, award presentations, museum approved entertainment and media presentations, and appropriate associated activities; [3] renter and guests must adhere to Discovery Party Room Policies and Discovery Station visitor rules as posted; [4] all guests will remain in the Party Room for the duration of the party or rental period except rest room visits; [5] the set-up and clean-up of the Party Room will be the responsibility of the Renter; [6] the \$20.00 security deposit herein mentioned below will be retained by the Owner if the rental is canceled, if full rental payment is not received by the Owner at least 10 days prior to the rental period, or if the Owner, at its sole discretion, determines that additional clean-up and maintenance is required as a result of Renter's occupancy; [7] the Renter will be billed for and agrees to pay any costs associated with damage occurring during the rental period; [8] Discovery Station assumes no liability for Renter's guests while in the party room under supervision of the Renter.

DEPOSIT:

The Owner hereby acknowledges receipt of a \$20.00 security deposit submitted herewith by the Renter to reserve and secure exclusive use of the Party Room at the time and date outlined above and for purposes heretofore stated.

IN WITNESS WHEREOF, the parties hereto hereby execute this Agreement.

Owner's Signature

Date

Renter's Signature

Date

OFFICE USE

Agmt. mailed: ___/___/___

clerk: _____

Deposit rec'd: ___/___/___

ck#: _____

clerk: _____

Payment rec'd: ___/___/___

clerk: _____

Deposit refund: ___/___/___