

# Spark! Imagination and Science Center Birthday Party Reservation Form

Name of Parent/Guardian \_\_\_\_\_

Name of Birthday Child \_\_\_\_\_

Date of Party \_\_\_\_\_ Time of Party (circle one) Friday 5:30-7:00pm  
Saturday 2-3:30 pm or 4:30- 6:00pm  
Age of Child \_\_\_\_\_ Sunday 12:30 – 2 pm or 3 – 4:30 pm

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Number of Children Expected \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you an annual member of Spark? \_\_\_\_\_ Party theme \_\_\_\_\_  
(Annual members receive 10% off one birthday party)

**Birthday party is:**

\$100.00 for 10 children or less

\$125.00 for 10 –15 children.

For more than 15 children there will be a \$5 charge per child.

Timing of events:

**FRIDAY**

**5:30 - 7:00pm**

5:15 - 5:30pm set-up

5:30 - 7:00pm party

7:00 - 7:15pm clean-up

**SATURDAY**

**2:00 – 3:30pm**

1:45 - 2:00pm set-up

2:00 - 3:30pm party

3:30 - 3:45pm clean-up

**4:30 – 6:00pm**

4:15 – 4:30pm set-up

4:30 – 6:00pm party

6:00 – 6:15pm clean-up

**SUNDAY**

**12:30 – 2:00pm**

12:15 – 12:30pm set-up

12:30 – 2:00pm party

2:00 – 2:15pm clean-up

**3:00 – 4:30pm**

2:45 - 3:00pm set-up

3:00 - 4:30pm party

4:30 - 4:45pm clean-up (mall locks at 5 pm)

A \$25 deposit is required to reserve the date. The deposit can be returned with a 10 day cancellation notice. Deposits made by credit card are non-refundable. Send check to: Spark: P.O. Box 104: Morgantown WV 26507

*By signing below you agree that you have read and understand the Rules and General Release on the back of this agreement.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Spark Use:

Deposit received \_\_\_\_\_

Number of children at party \_\_\_\_\_

Number of adults \_\_\_\_\_

The Museum provides white plastic tablecloths in the birthday party room and a facilitated craft.

## **Rules**

1. Parents are responsible for their children at all times in the Museum.
2. Running and rough housing are not allowed.
3. Only children 24 months and younger (under 2 years old) are allowed in the Toddler exhibit area.
4. Parties are scheduled back to back so early arrivals and late departures are **not allowed**. No exceptions.
5. Food and drinks are allowed in the Birthday Party Room only.
6. Decorations are allowed in the Birthday Party Room only. Wall decorations must be put up with painters tape (provided by museum). Use of tape other than painters tape will result in a \$25 fine per piece of tape.
7. The back gate is an emergency exit. Do not hang anything on the back gate.
8. The museum does not allow face painting.

## **General Release**

I agree to allow my child to participate in Spark! Imagination and Science Center and affirm that such participating is voluntary. I understand that there are risks inherent in the activities my child will engage in at Spark. I also understand that Spark cannot guarantee that my child will not be injured despite safety precautions. I hereby waive and release any and all rights and claims for damages which I or my child may have against Spark/ROYFAKI, Inc. and their respective employees/volunteers for any and all injuries suffered by my child while participating at Spark except those arising out of willful misconduct or gross negligence.

I understand that a parent is required to supervise children at all times while participating in activities at Spark

For questions, please contact Christy at 304-292-4646 or [operations@sparkwv.org](mailto:operations@sparkwv.org). In an emergency after hours, call 304-216-0639.