



ANNMARIE SCULPTURE GARDEN & ARTS CENTER

P. O. Box 99, Dowell, MD 20629

t. 410.326.4640 f. 410.326.4887

info@annmariegarden.org

www.annmariegarden.org

Birthday Party Rental Form

Due to the high demand for our birthday party packages, reservations are taken on a first-come, first-served basis. Before submitting this form, we suggest you contact the Garden office to check availability. Once you have confirmed that one of the party rooms is available, please complete this form and return to the Garden office along with your complete payment. Thank you for choosing AMG for your celebration!

PARTY INFORMATION—refer to website for photos and package details

1.) **Requested Date** _____ **2nd Choice Alternate Date** _____

2.) **Choose a time frame:** 9am-1pm or 1pm-5pm

3.) **Choose an area:** Studio School Classroom or Café/plaza area

4.) **Choose a party theme:** Members: \$190/ Non-members: \$215

Birthday Bike Bonanza **Great Birthday Paint-Out** **Chalk It Up Party** **Musical Madness** **Magical Masquerade**

Custom Party Package (Members \$250/ Non-members \$275). Describe your idea here: _____

5.) **Choose an optional add-on:**

Activity Leader \$75 **Face Painter \$75** **Zany Zone \$50** **Additional tables \$10/each**

6.) **Name of Birthday Child** _____ **Age of Birthday Child** _____

7.) **# of children attending party:** _____ **7.) Total # of guests expected** _____

Party packages only include enough supplies for 15 party-goers. Parties larger than this are subject to additional fees.

8.) **Do you plan on using any outside vendors (i.e. clowns, magicians, etc)?** If so, please describe: _____

CONTACT INFORMATION—Please print clearly

1. **Contact Name** _____ **Are you a Member of AMG?** Y N

2. **Mailing Address** _____

3. **Phone** _____ **Email** _____

PAYMENT:

Check Visa Mastercard Money Order

*checks should be made payable to Annmarie Garden



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Acct # _____ Exp. Date _____ CID # _____

Total Amount Enclosed _____ Signature _____

(please use the attached chart to help determine the cost)

PLEASE NOTE, Your party is not officially reserved until you receive a confirmation email from Annmarie staff.

We look forward to helping you create a magical birthday experience!

Birthday Party Rental Fees and Add-on Services

PARTY PACKAGE	Member Price	Non-member Price
Birthday Bike Bonanza	\$190	\$215
The Great Birthday Paint-Out	\$190	\$215
Chalk It Up! Patio Party	\$190	\$215
Musical Madness	\$190	\$215
Magical Masquerade	\$190	\$215
Custom Party (additional fees may apply)	\$250	\$275
Add-On Services		
Face Painter	\$75	\$75
Activity Leader	\$75	\$75
Zany Zone	\$50	\$50
Additional tables	\$10/table	\$10/table

Birthday Party Rental Agreement

Please submit this signed agreement with the Party Rental Form and payment.

As a renter of the above area (s), I agree to abide by all of Annmarie Garden guidelines and policies for site use and to be liable for all damages to any Annmarie Garden areas and any of its contents or grounds that result from my use of the site under this Agreement, provided such damages are not caused by any overt act or omission of an agent of employee of the Koenig Private Foundation of Ann's Circle, Inc. I understand that all rental and birthday package fees are non-refundable. I understand that I cannot transfer my fees to reserve a party/rental for another date. I understand there is a \$25 processing fee for all cancellations.



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I also agree that Annmarie Garden, the Koenig Private Foundation, Ann's circle, Inc., Calvert County Government and the Calvert County Commissioners, shall not be liable for the renter, or any of the renter's employees, patron, members, visitors, or guest for an injury or damage to persons or their belongings which result from or during the use of the area (s) under this Agreement, except as may be caused by an over act or omission by an agent or employee of the Koenig Private Foundation or Ann's Circle, Inc.

Signature of Responsible Party

Date

Please Print Name: _____

Phone: _____

About Your Annmarie Birthday Party Package! Policies & Procedures

Please keep this information for your records—Remember, your party is not officially reserved until we confirm the receipt of the **Party Rental Form**, the signed **Rental Agreement**, and **full payment** made payable to Annmarie Garden.

About the Rental Space

CHECK-IN—The party organizer will need to check in at the reception desk of the Arts building upon arrival. This is the large gray and red building you see when you enter the Garden. The receptionist will unlock the appropriate party space for you.

LOCATIONS—There are two party locations from which you may choose. Please refer to your confirmation to see where your party is scheduled.

The Studio School Classroom is located in the Studio School building. This is the smaller building located ACROSS the parking lot from the large gray and red Arts Building. Upon entering the Garden, just drive around the circular parking lot until you see the white STUDIO SCHOOL sign. Park by the sign and follow the sidewalk to the first door.

The Café and Plaza are located at the Arts Building—the large gray and red building. It is the first thing you see when you enter the Garden.

RESTROOMS—For Studio School parties, guests are encouraged to use the public restrooms located just outside at the end of the Studio School building. For Café/plaza parties, guests may use the restrooms in the arts building.

SELF-GUIDED ART ACTIVITY—Please note the art activity is not lead by an artist or staff member. AMG provides the supplies, examples, and simple instructions for the kids to follow. The more adult supervision you provide, the happier you will be with the finished product! Activity leaders are available for an additional fee. Activity leaders will help kids with the project step-by-step for 30-45 minutes, depending on the project.



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FREE ADMISSION— Each party at Annmarie allows free admission for 15 kids and 5 adults. Guests simply inform the receptionist that they are with the party upon entering the building. The receptionist will keep count of free guests and inform you when your limit has been reached. Additional guests will be required to pay the modest admission fees at Annmarie Garden.

Set-up and Clean-up --Please note that your 4-hour time frame includes set-up and clean-up time.

FOR STUDIO SCHOOL PARTIES

- Decorations can be hung using scotch tape on the walls or windows. Please be sure to remove all tape from the surfaces at the end of the party.
- Paint brushes, containers, and other tools should be thoroughly rinsed and placed in drying rack next to the kitchen sink. Extra paint, sand, and other supplies should be poured back into the bottles/containers. All containers should be closed tightly, including paint pumps.
- The rooms should be left in the condition that they are found. General cleaning supplies can be found in the kitchen and bathroom area of the Studio School.
- Please clean the surfaces of the tables and counters and sweep up any food debris on the floor. This includes the party room and the kitchenette.
- All trash should be taken away to the small dumpster located at the end of the paved driveway next to the Studio School. Please do not leave any food or beverage products in the building.
- **AMG provides** four 8-foot tables, 16 chairs, use of kitchenette (fridge/ freezer, microwave & sink), 2 child height tables & 12 kiddie chairs, art supplies for the self-guided themed activity, complimentary admission for 15 kids & 5 adults, copies of the Scavenger Hunt & Toddler Tours of the park, and 30 acre park to enjoy!

FOR CAFÉ/ PLAZA PARTIES

- Decorations can include tablecloths, balloons, and table centerpieces. Wall-hung decorations are not permitted in the café, as there is often artwork displayed in this space. Please be sure to remove all tape from the surfaces at the end of the party.
- The room should be left in the condition that it is found. General cleaning supplies can be obtained by asking the receptionist.
- Please clean the surfaces of the tables and counters and sweep up any food debris on the floor. This includes the cafe and the plaza.
- All trash should be taken away to the small dumpster located at the end of the paved driveway next to the Studio School. Please do not leave any food or beverage products in the building.
- Rentals are welcome to spill outside onto the plaza, but this space is a shared public space, so other garden guests will have access to this space as well.
- **AMG provides** tables and chairs currently in the space (this can vary depending on the current gallery show, but usually amounts to 6-8 café tables, 2 serving tables, and 12-16 chairs.), picnic tables on the plaza area, and child-size tables and chairs. Additional chairs may be available upon request. AMG also provides all supplies for the self-guided art activity, complimentary admission for 15 children and 5 adults, and copies of scavenger hunt guides for your guests.

You Provide:

- food, cake & presents
- tablecloths for the 8' tables
- All utensils and party supplies (plates, napkins, cups, balloons)
- chaperones to monitor the kids during the art activity and birthday festivities



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- bug spray & sunscreen

Closing Procedures

- Follow the clean-up procedures listed above and remove all trash from the party areas.
- Turn off all lights.
- Check out at the Arts Building and let the receptionist know the building/room is ready to be locked.

Questions?

Contact the Birthday Coordinator at birthdays@annmariegarden.org or 410-326-4640.

Have a Very Happy Birthday!