



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 (4 page 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!

HOW DID YOU HEAR ABOUT ANNMARIE? _____

PARTY INFORMATION—refer to website for photos and package details

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

- 2.) **Choose an area and time frame:** Studio School 9am-1pm (members \$190/ Non-members \$215)
 Studio School 1pm-5pm (members \$190/ Non-members \$215)
 artLAB 11:00am-12:30pm (members \$155/ Non-members \$165)

3.) **Choose a party theme: (Circle one)**

STUDIO SCHOOL OPTIONS: (for 15 kids, 5 adults)

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

ARTLAB OPTIONS: (for 12 kids, 4 adults)

Fairy & Gnome Homes Monster Mash Rockin' Robots Superheroes Pirate Adventure Flower Power Refashion Fun

CUSTOM PARTY OPTION: (STUDIO SCHOOL: Members \$250/ Non-Members \$275, ARTLAB: \$190 / \$200).

Describe your idea here: _____

4.) **Choose an optional add-on:** (activity leader already included in artLAB parties)

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

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

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

Party packages only include enough supplies for number indicated above. Parties larger than this are subject to additional fees.

7.) **Do you plan on using any outside vendors (i.e. clowns, magicians, etc)?**

If so, please describe: _____

8.) **AMG does not permit alcoholic beverages to be served during birthday party packages.** By initialing, you are acknowledging that you will not provide alcoholic beverages during your party. **Initial here:** _____

CONTACT INFORMATION—Please print clearly

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

2. **Mailing Address** _____

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

PAYMENT: ___ Visa ___ Mastercard ___ Money Order ___ Check *checks made payable to Annmarie Garden

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 wonderful birthday experience!



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Birthday Party Rental Fees and Add-on Services

PARTY PACKAGE	Member Price	Non-member Price	Location
Birthday Bike Bonanza	\$190	\$215	Studio School
The Great Birthday Paint-Out	\$190	\$215	Studio School
Chalk It Up! Patio Party	\$190	\$215	Studio School
Magical Masquerade	\$190	\$215	Studio School
artLAB Fairy Houses/ Gnome Homes	\$155	\$165	artLAB
artLAB Monster Mash	\$155	\$165	artLAB
artLAB Super Heroes or Pirates	\$155	\$165	artLAB
artLAB Flower Power	\$155	\$165	artLAB
artLAB reFashion Fun	\$155	\$165	artLAB
artLAB Rockin' Robots	\$155	\$165	artLAB
Custom Party (additional fees may apply)	\$250	\$275	optional
Add-On Services			
Face Painter	\$75	\$75	45 min- 1 hour activity
Studio School Activity Leader	\$75	\$75	45 min- 1 hour activity
Zany Zone	\$50	\$50	Various outdoor toys
Additional tables	\$10/table	\$10/table	Studio school only
Additional chairs	\$2/chair		Studio school only

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 or 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.

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.

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. Studio School parties give you the creative flexibility to plan and decorate to your liking, but the mess stays with us!

The artLAB is located at the Arts Building—the large gray and red building. It is the first thing you see when you enter the Garden. ArtLAB parties are quick and easy. They are meant to be low-fuss, less stress options for busy parents! All artLAB parties are lightly guided by AMG staff.

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 artLAB parties, guests may use the restrooms in the Arts Building.

ART ACTIVITIES— **For STUDIO SCHOOL PARTIES:** 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 45 minutes-1hour, depending on the project.

ART ACTIVITIES-- For artLAB PARTIES: all artLAB parties include an activity leader. Activity leader will lightly guide kids through art project for 45 minutes- 1 hour. The remaining time can be used for cupcakes and presents.

FREE ADMISSION—Studio School parties allow free admission for 15 kids and 5 adults. ArtLAB parties allow free admission for 12 kids and 4 adults. Upon checking in before your party, the receptionist will give you the appropriate number of admission stickers for your guests. Additional guests will be required to pay the modest admission fees at Annmarie Garden, unless you purchase additional admission stickers at the time of check-in.



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Set-up and Clean-up

FOR STUDIO SCHOOL PARTIES – please note that your 4-hour time frame includes set-up and clean-up time.

- **DÉCOR:** 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 a 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!
- **YOU provide: food, cake, presents, tablecloths for six 8' tables, all partyware (plates, napkins, etc), chaperones to monitor art activity, bug spray and sunscreen. Balloons and décor optional.**

FOR artLAB PARTIES

- **DÉCOR**--The artlab is a uniquely designed space and does not need decorations. Balloons are acceptable.
- **SET-UP/ CLEAN-UP**-- artLAB parties are lead by staff—staff will set-up and clean up party
- artLAB parties 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** all staff, supplies, equipment, and space necessary for the 45- minute lightly-guided art activity. artLAB packages include complimentary admission for 12 children and 4 adults, and copies of scavenger hunt guides for your guests.
- **YOU provide: cupcakes, drinks, and kids. Balloons optional.**

Questions?

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

Have a Very Happy Birthday!