



Dayton History Birthday Party Policy

- Three weeks' notice is required to confirm all party arrangements. Contact **education1@daytonhistory.org** with questions of additional date options.
- Prior to the event, the Director of Education and the event's designated contact person shall serve as the sole points of contact between the parties. All payment and event-related details shall be communicated through these designated contacts.
- Parties must start and end at their designated times. The party will not be extended for late arrival.
- The party packages include 15 guests. Additional guests may be added for a fee of \$20 per person. Maximum capacity for the IAMS Room is **40 persons**. Final number of attendees and additional payments are due no later than the Wednesday before the event.
- All set-up and clean-up are the client's responsibility.
- Parties are permitted to bring any dessert that does not need heated or cooled (cake, cookies, etc.) Any additional food items must be provided by Culp's Café or Dayton Brewing Co. through prior arrangements.
- Dayton History is not responsible for storage of decorations, gifts, or refrigeration for commercial birthday cakes.
- Dayton History does not permit the use of confetti, glitter, piñatas or silly string.
- No taping or tacking on IAMS Room walls or Whitney Pavilion posts.
- Decorating may take place thirty (30) minutes prior to your scheduled party time and all decorations and food items must be removed within thirty (30) minutes of the end of the designated party time.
- All party guests are required to follow the Park's safety rules and the carousel, train, or staff member's directions.
- Birthday parties have private use of their assigned party room only; Park demonstrations, carousel, and train rides are open to all Park visitors.
- No Dayton History property can be removed from the facility at any time.
- Dayton History is a smoke-free environment.
- Fees for excessive or "beyond normal" cleaning may be applied after the event up to \$250.00 per hour charge.
- The building shall be in suitable condition for use; however, if fire, elements or other cause so as to be unfit for occupancy shall destroy the building, this agreement shall terminate without liability to either party.

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Dayton History Birthday Party Policy Continued

- If the location is closed due to inclement weather, the event will be rescheduled to an available date. No refund will be issued in this case.
- Dayton History reserves the right to take and publish photographs of events for marketing purposes.
- The client assumes full responsibility for any and all damages caused by the guests, invitees, or other persons attending the function. Dayton History is not responsible for clients' personal property. Dayton History is not responsible for any injury of person, damage or loss of equipment, merchandise or articles left unattended in public areas or function rooms.
- The client agrees to hold harmless Dayton History, its partners, employees, agents, officers, directors, and affiliates from any and all claims, actions, suits, or allegations for damages to person or property caused by negligence of the client. Further, the client agrees to indemnify Dayton History for any and all costs or losses, which may be incurred by Dayton History as a result of such claims, actions, suits, or allegations arising from negligence of the client. Should a dispute arise as to the enforceability or breach of any term of this agreement, the parties agree to submit their dispute(s) to binding arbitration under the rules of the American Arbitration Association. Pursuant to such arbitrator's determination, the prevailing party in said arbitration shall be entitled to the reimbursement of its costs and expenses, including, but not limited to, reasonable attorney fees.