

Harness Racing Museum & Hall of Fame BIRTHDAY PARTY RESERVATION FORM

Please fill out and return with \$50.00 deposit. Thank you!

1. Name of parent: _____

2. Address: _____

City: _____ State: _____ Zip: _____

3. Phone: _____ Email: _____

4. Child's name: _____ Age: _____

***5. Date of Party: _____ Day of Party: _____ Time of Party: _____.**

**Please call to schedule. Dates are subject to availability and prior bookings.*

6. Number of children expected to attend: _____ (limit =20)

7. Number of adults expected to attend: _____ (limit=15 Please see policy sheet)

8. Type of cake: Yellow _____ Chocolate _____ Marble _____

Carvel Ice Cream Cake _____ (¼ sheet, vanilla & chocolate layered; \$12 charge applies)

9. Cake size: ¼ Sheet _____ ½ Sheet _____
(Serves 15-20) (Serves 20-40; additional \$12 charge applies)

10. Icing: Buttercream White _____ Buttercream Chocolate _____ Non-Dairy Icing _____.

11. Beverage (Choose **one**): Cola _____ 7-UP/Sprite _____ Fruit Punch _____

Apple Juice _____ Water is always available

12. Games (Choose **three** and list in order of importance):

1st Choice: _____

2nd Choice: _____

3rd Choice: _____ (If time allows)

13. Craft (Choose **one**): _____

14. Your signature below indicates that you have fully read and understand the policies and pricing schedule included with this sheet.

Signature: _____ Date: _____

OFFICE USE ONLY:

Date booked: _____ By: _____ Deposit Rec'd: _____ Form: _____

Notes: _____

BIRTHDAY PARTY FEES & POLICIES: Please Read Carefully

Ages: Birthday parties are available for children ages 4 to 11. For safety reasons, all children under 4 years of age or 40" in height must have stationary seats on the 3-D Simulator ride.

Fees:

Children: • \$150 for up to 10 children; \$10 per child thereafter (including siblings). Fees subject to change.

- **We can accommodate approximately 20 children per party.** For larger parties, please consider our room rental plans.
- Any child who participates in the craft and/or Simulator ride will be considered a participating child and will be charged accordingly
- Please let us know if a child has any special needs. Our experienced staff can help ensure a positive experience for them.

Adults: Free of charge. We must, however, stress that our birthday parties are geared toward children only. Please limit the amount of parents who will stay throughout the party. We cannot guarantee seating for all adults. We do not provide cake or beverage or paper products for adults nor a ride on the Simulator. **For larger parties (more than 20 children and 20 adults), please consider our room rental plans.**

Deposits and Damages:

- A \$50 deposit will hold the birthday party reservation. Deposits may be left in the form of check, cash, money orders, or with a major credit card (see "Payment" section below). Checks can be made out to the Harness Racing Museum.
- *All dates and times scheduled are tentative until a deposit is received.* At that time, notice will be sent confirming the date of the party.
- If a deposit and signed contract is not received within **10 days** of booking a party, the date will be reopened.
- Deposits may be returned at the conclusion of the event as long as no damages were incurred.
- The parent(s) of the birthday child will be held responsible for any damages incurred by their guests. Estimated damages will be subtracted from the deposit. Damage exceeding the \$50 deposit will be charged on a time and materials basis to be determined by the museum director.

Cancellations: Party cancellations with less than **21 days** notice will be charged \$50.00. ***Weather-related cancellations will be rescheduled on the first available date.***

Payment: Payment is due in full at the conclusion of the party. Payment can be made at the museum's gift shop. Acceptable methods of payment are cash, check, money order, and the following major credit cards: Visa, Mastercard, American Express, and Discover.

Cakes: 1/4 sheet, no filling, serves 15-20. If you require a larger (1/2 sheet) cake, or an ice cream cake (Carvel 1/4 sheet, vanilla & chocolate layered), an additional cost of \$12 will be added to your invoice. If you choose to bring your own cake, a \$13 credit will be given on your invoice.

How Our Parties Work

- The staff of the Harness Racing Museum will set up, conduct, and clean up after each party.
- Birthday parties are two hours in duration.
- Birthday parties include 3 games, 1 craft, a short educational session, and a ride on the 3-D Simulator. A formal "tour" of the museum is not given; however, the various games and activities are stationed throughout the museum, allowing the children to see most of our exhibits.
- The museum will provide the cake, beverage, balloons, tablecloths, paper goods, and utensils for children only.
- The museum will provide one type of beverage. A water fountain is also available.
- The museum will provide party favors and one helium balloon per child, as well as a larger gift for the birthday child.
- The museum does not provide party invitations, but an invitation master and directions are available.
- The "theme" of each party is harness racing and Standardbred horses.
- Parking is available on Main Street and behind the museum.
- Our staff members do not accept gratuities; however, contributions to support the museum's educational programming are welcome.

Over, please



Taking into account the safety of the children, time allotted for each party, preservation of the museum's open exhibits, and respect towards other visitors, the following requirements apply to birthday parties:

- Parents may provide SMALL quantities (no more than 2 dishes, please) of extra food (such as pizza) and beverages for the children. **Coffee and alcoholic beverages are not allowed. Food items are subject to museum approval**, so please, call and let us know what you are planning to bring. The museum does not supply paper goods for food and beverages brought by parents. If necessary, paper goods may be purchased from the museum at \$5 per package. A price credit will not be given for parents bringing extra paper goods or beverages.
- No cooking/heating of food is permitted at the museum. Refrigerator/freezer space MAY be available, depending on the museum's other events. Please call ahead.
- To protect our valuable exhibits, **NO food or drink may be taken out of the party room.**
- No clowns, performers, pony rides, etc. are permitted.
- **Toddlers and non-participating children must be supervised at all times. The museum is not childproof. Museum staff is not responsible for supervising non-participating children.**
- Decorations may not be hung from walls or ceiling.
- Noisemakers/blow-outs, confetti, glitter, bubbles, "silly string" and piñatas are not permitted.
- Children should dress comfortably and wear sneakers, as they would for gym class at school.
- Our parties are held in a public museum setting. Any loud, rowdy, or disrespectful behavior will be politely discouraged. Museum employees reserve the right to address and/or excuse any guest (adult or child) who is behaving in a disruptive manner.
- To allow sufficient set-up time for our staff, the birthday child and parent(s) are asked to arrive no more than 15 minutes early.
- For safety reasons, the museum does not offer any hands-on interaction with horses; however, it is often possible to observe horses from our Clubhouse balcony.
- In accordance with OSHA regulations, only the main front entrance may be used to enter and exit the building.

To certify that you have read and understand our prices and policies, please sign the bottom of the reservation form.

Please retain the white policy form for your reference.

If you have any further questions, please do not hesitate to give us a call.

Thank you!

Harness Racing Museum & Hall of Fame
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The Museum's educational programming helps foster an appreciation for and an awareness of the Standardbred Horse and the American sport of Harness Racing.

The Harness Racing Museum is a not-for-profit educational institution chartered by the New York State Board of Regents.