

**Birthday Party Reservation Form  
Upcountry History Museum – Furman University**

Please read the full Outline and Guidelines for Birthday Parties attached for detailed information about birthday parties at the Upcountry History Museum prior to completing and submitting this reservation form. Reservation forms are required **a month** in advance of party date.

Preferred Date: \_\_\_\_\_

Preferred Time (please circle one):

10:00 a.m. – 12:00 p.m. (party time 10:30 - 12:00)

1:30 p.m. – 3:30 p.m. (party time 2:00 - 3:30)

3:00 p.m. – 5:00 p.m. (party time 3:30 - 5:00)

Birthday Parent/Guardian Names:

\_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_

Birthday Child's Name: \_\_\_\_\_

Birthday Child's Age: \_\_\_\_\_

Tablecloth Colors (please select max of two colors):

Blue      Yellow      Green      Red      Purple      Orange      Pink

Party Theme (please select one):

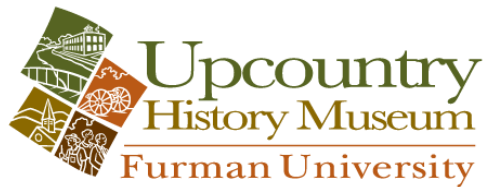
Native Americans      Military History      Magic Tree House      American Girl

Fairy Tales (Available June 2-Sept. 9, 2018)

Dinosaurs (Available Sept. 22, 2018-January 27, 2019)

Charlie Brown and Snoopy (Available Nov. 3, 2018-Feb. 10, 2019)

Other: \_\_\_\_\_



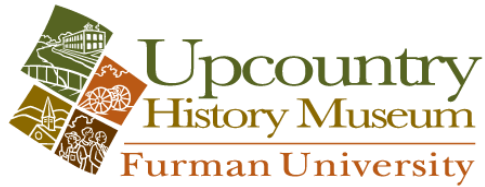
## **Birthday Party Guidelines**

### **Upcountry History Museum – Furman University**

This document outlines the expectations of both the Museum and the birthday family. Terms are flexible but need to be made in advance and with the agreement of both parties. The total cost of the party, as set forth below, is \$150. This includes admission for 12 children party guests and 2 adults. The Museum can adjust the number of adults and children slightly based on the needs of the family and with advance communication. Additional adults may be added at the rate of \$9 per adult. Additional children may be added at the rate of \$8 per child. Children participating in the party are included in the overall head count regardless of age.

#### **The birthday family shall:**

- Pay the birthday party fee no later than one week prior to the party date. Payment maybe made by cash, check or credit card. Payment is non-refundable. Additional adult guests may be added the day of the party.
- Provide Museum with head count for party (including number of children and number of adults) one week prior to the date of the party.
- Provide any decorations for the party. Please note, decorations should be for tables and chairs only, the Museum does not allow anything to be hung on the walls. No tape is to be used on Museum walls. Balloons are allowed in the party room.
- Provide any food or beverage. The Museum does have a refrigerator and freezer that the family may use for storage of any food items. The family is responsible for the removal of any left-over food or beverage at the end of the party.
- Provide paper products for the food or beverage. The family is responsible for the removal of trash created by the party (a dumpster for trash is located in the parking lot).



**The Upcountry History Museum – Furman University shall:**

- Provide a separate birthday room for the party for the length of 2 hours, beginning 30 minutes prior to the scheduled start of the party. The party room will then be available for the party for a total of 1.5 hours.
- Provide parking in the Museum’s lot located on Atwood Street.
- Provide tables and chairs. Tables generally include 8 small rounds and 16+ chairs. If additional tables or chairs are needed, the request must be received in writing at least 3 days prior to the party.
- Provide plastic table covers for all tables in the color of family’s choice (blue, yellow, green, red, purple, orange or pink).
- Provide a docent to lead a 30 minute activity designed around the theme of the party.
- Provide scavenger hunts for the Museum.
- Provide goodies for goodie bags to include one piece of candy and one additional item (connected to the party theme or the Museum). Up to 12 total goodie bag treats included, additional items may be purchased from the Museum store.
- Provide one gift for the birthday child.

Questions? Contact the Museum at 864-467-3100 or email [info@upcountryhistory.org](mailto:info@upcountryhistory.org).

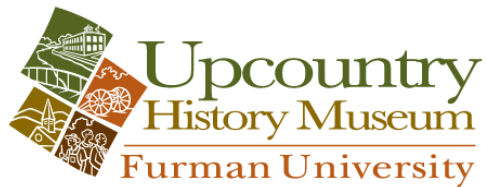
Signatures:

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Birthday Family Representative

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Museum Representative



## **Birthday Party Outline**

### **Upcountry History Museum – Furman University**

The following is a typical outline of the birthday party timeline for the Upcountry History Museum. Timelines will be finalized with each family the week prior to the party.

#### Morning Party (Saturday Only): 10:00 a.m. – 12:00 p.m. (party time 10:30 - 12:00)

- 10:00 a.m. – Family arrives and begins set-up birthday room
- 10:30 a.m. – Party guests arrive at Museum
- 10:30-11:00 a.m. – Guided activity with Museum staff
  - Example: Children hear a story, then design and decorate planes as part of a military history themed party.
- 11:00-11:30 a.m. – Museum Exploration
  - Guests are given free time to play and explore in the Museum exhibits. For older children we will design a Museum scavenger hunt to help with exploration.
  - Museum staff clean up activity and reset party room.
- 11:30 a.m.-12:00 p.m. – Food and Presents in Party Room
  - Guests may use the room as they like for food, cake, presents, etc.
- 12:00 p.m. – Family and guests leave the party room with all belongings. Guests are welcome to stay and play in the Museum as long as they like after the party.

#### Afternoon Party: 3:00 p.m. – 5:00 p.m. (party time 3:30 - 5:00)

- 3:00 p.m. – Family arrives and begins set-up birthday room
- 3:30 p.m. – Party guests arrive at Museum
- 3:30-4:00 p.m. – Guided activity with Museum staff
  - Example: Children hear a story, play a game, and make clay pots as part of a Native American history themed party.
- 4:00-4:30 p.m. – Museum Exploration
  - Guests are given free time to play and explore in the Museum exhibits. For older children we will design a Museum scavenger hunt to help with exploration.
  - Museum staff clean up activity and reset party room.
- 4:30 p.m.-5:00 p.m. – Food and Presents in Party Room
  - Guests may use the room as they like for food, cake, presents, etc.
- 5:00 p.m. – Family and guests leave the Museum with all belongings.