



THE ROGER & GLORIA JONES  
CHILDREN'S CENTER  
FOR SCIENCE & TECHNOLOGY

**AGREEMENT**

OH WOW! The Roger & Gloria Jones Children's Center for Science & Technology is available for private functions for our members, as well as for non-members. Whether you're planning a graduation, wedding, a family party, a corporate event, or an EDUtaining birthday party, OH WOW! is the place for you!

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Venue	Capacity	Near a restroom	Kitchenette	Location
Function Junction	100	Yes	Yes	Lower Level
InspireWorks	50	Yes	Yes	Lower Level

*OH WOW!* is able to offer the most unique rental facility in our region. Our responsibility to you and your guests, our customers, is important to us. Therefore, it is imperative that you read our policies carefully. We strongly suggest that you personally tour OH WOW! prior to scheduling your event.

***Our facilities may be used for your private event only during the time for which you have paid. If you wish to set-up earlier, or stay later, we ask that you make those arrangements in advance.***

*At the time of payment, you are agreeing to be bound by OH WOW! rules.(See page 3)*

*In fairness to everyone wishing to reserve a facility, a \$50 non-refundable, non-returnable deposit must be made to reserve your preferred date.*

*Those customers reserving the space in person have priority over those customers making reservations by phone. Customers will be served in the order in which they are received.*

Payment in full is due on the day of your even. Keep in mind; additional children (15 included) are \$8 each. Party & Learn extra children are \$12 each.

## **THERE'S NO PARTY LIKE AN OH WOW! PARTY!**

### **'Party-On' Package \$250.00    Members \$225.00**

#### **Wednesday Night Party**

5:30 p.m. – 7:30 p.m. (Function Junction)

#### **Saturday & Sunday Parties:**

10:00 a.m. - 12:00 p.m. (Function Junction)

12:00 p.m. – 2:00 p.m. (InspireWorks)

1:00 p.m. - 3:00 p.m. (Function Junction)

### **'It's All Yours' Package \$450.00    Members \$405.00**

No sharing! Since it's 'after hours' your guests enjoy exclusive access to OH WOW!

#### **Friday, Saturday & Sunday Parties**

4:00 p.m. - 6:00 p.m. (Function Junction or InspireWorks)

Birthday honoree(s) may pick out a free gift from OH WOW! as part of every birthday package.

### **ADD ONs**

#### **Add an Edutainer! Party & Learn \$100.00 additional**

Talk about cool. Add \$100 on to any of the above packages and your guests will have fun and learn a few things too (and they won't even know it!) You'll be joined by one of OH WOW's certified "EDUtainment Specialists" who will take the party to a whole new level when you choose to add one of the following demonstrations/activities.

- Bubble Bonanza (ages 4-7)
- Slime Time (ages 5 & up)
- MAKE! Ice Cream (ages 5 & up)
- Below Zero Blow-Out! Demos (all ages)
- *For more information on these demonstrations, email [events@ohwowkids.org](mailto:events@ohwowkids.org)*

#### **Extra Time \$50 additional per half hour**

Additional time available in ½ hour increments at \$50 per half hour (maximum of two additional hours). This must be arranged prior to the day of the event. This option may not be available every day. *Please note that you may access the party room no more than 15 minutes prior to the scheduled starting time. (For example: If you book a 10:00 a.m. party, you may begin setting up the room at 9:45 a.m.)*

#### **InspireWorks Lab \$150 additional**

Have your guests experience our interactive InspireWorks Lab during your event. A WOW! Pal will assist your guests as they tinker, using real materials and tools. (2 hour increments) *Please note that this package is only available to add to It's All Yours packages. All other parties will already have access to the InspireWorks Lab.*

## **POLICIES IN EFFECT**

OH WOW! is responsible for:

- Set-up and arrangement of the tables and chairs prior to your event, provided that your request is made at least 48 hours prior to your arrival time.
- Paper covering, crayons, and Legos on the tables (per request at no extra charge).
- Some audio-visual equipment (laptop, overhead projector) if reserved in advance and if available.
- Clean-up of any trash after the party has ended.
- 15 free passes (a \$120 value!) and coffee thanks to Branch Street

You, the renter, are responsible for:

- Providing **all** silverware, plates, cups, food, drinks, etc., for your event.
- Ensuring that the consumption of food and beverages is permitted only in the private party space area.
- Maintaining a ratio of one adult for every five children. Adult guidance on the exhibit floor is required while children are exploring.
- Clean-up of all decorations and personal belongings prior to the departure time.
- Communicating any specific requests to OH WOW! staff **prior to** the day of the event.

Prohibited items and other regulations:

- Smoking is **prohibited** within the building and in front and back entry areas.
- No nails, tacks, tape or other adhesives are to be used in decorating the reserved area. Attachment of anything to the walls, ceiling, floors, etc. is prohibited.
- Anything that produces smoke (i.e. smoke machine, fogger, incense, etc.) is prohibited.
- In compliance with Section F-307.3 of the Local Fire Code: "The use of candles shall be secured on non-combustible holders and shall be protected by non-combustible holders, domes or containers. Candles shall not be placed directly or indirectly under any smoke or heat-detecting device. NO OTHER TYPE OF OPEN FLAME SHALL BE USED."
- The maximum capacity of OH WOW! The Roger & Gloria Jones Children's Center for Science & Technology is 470.

## **PARKING**

- On weekends, you may park on Federal St. for free.
- ABM Lot (behind OH WOW!, 20 W. Federal St.) - \$5 flat rate for the day.
- Water Department Lot (26 S. Phelps St.) - free.
- Hosts may temporarily park in the 15 minute drop-off space in front of OH WOW! while unloading and reloading any supplies at the beginning and end of the event. OH WOW! staff will meet you with 1-2 carts to help transport everything.
- Occasionally, Federal St. and other nearby streets will be shut down for races, festivals, and other events. OH WOW! will do its best to notify you of any closures as early as possible.

**Please direct any questions or concerns to [events@ohwowkids.org](mailto:events@ohwowkids.org)**

Name:		Event Date:
Address:		City/State/Zip:
Daytime Phone:	Mobile:	Email:
	Start Time:	End Time:
Will you require a cart for assistance in preparing for your event?		Yes or No
Number of Guests:	Contact Name:	Email:
<b>NAME OF GUEST OF HONOR &amp; REASON FOR CELEBRATION:</b>		
Special Instructions:		
Please Check if you would like: _____ tables covered w/paper _____ crayons _____ Legos		
I have read, understand, and agree to abide by these stipulations as set forth by the Board of Directors of OH WOW! The Roger & Gloria Jones Children's Center for Science & Technology		
<b>Signature:</b>		<b>Date:</b>

**Please sign, date and return contract to:**  
 OH WOW! The Roger & Gloria Jones  
 Children's Center For Science & Technology  
 11 W. Federal Street  
 Youngstown, Ohio 44503

Fax: 330.259.0258  
 Email: events@ohwowkids.org