




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, family party, corporate event, or an EDUtaining birthday party, OH WOW! is the place for you!

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

 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 by emailing technology@ohwowkids.org or calling (330) 744-5914.

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.

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 event. Keep in mind that additional children (15 included) are \$8 each. If a Party & Learn package has been added, additional children would be \$12 each.

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

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

Saturday & Sunday Parties:

9:00 a.m. - 11:00 a.m.

12:00 p.m. – 2:00 p.m.

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

Since it's 'after hours' your guests enjoy exclusive access to OH WOW!

Friday, Saturday & Sunday Parties

2:00 p.m. - 4:00 p.m.

4:00 p.m. - 6:00 p.m.

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

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.

- *For more information on these demonstrations, email technology@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 for all parties, so please contact technology@ohwowkids.org or (330) 744-5914 as far in advance as possible.

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.*

Catering

Since we cannot provide food for parties and events, we welcome and encourage hosts to bring in food from outside vendors. We would be happy to provide you with a list of our preferred vendors. Please note that if you have hired caterers for your event, we ask that you let us know in case additional arrangements need to be made.

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.
- Facilitating the Party & Learn demonstration, if it has been added.

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 within 15 minutes after the end of the event.
- 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.
- Confetti, especially large amounts, 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. Boardman 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 technology@ohwowkids.org

Name:		Event Date:
Address:		City/State/Zip:
Preferred Phone:	Backup Phone:	Email:
	Start Time:	End Time:
Will you require a cart for assistance in preparing for your event?		Yes or No
Number of Guests:		
NAME OF GUEST OF HONOR & REASON FOR CELEBRATION:		
Special Instructions:		
Please check if you would like: _____ tables covered with 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		
Signature:		Date:

Please sign, date and return contract to:
 OH WOW! The Roger & Gloria Jones
 Children's Center For Science & Technology
 15 Central St
 Youngstown, Ohio 44503

Fax: 330.259.0258
 Email: technology@ohwowkids.org