



A Night at the Museum

AMNH Sleepover Program Group Agreement

amnh.org/sleepovers

The group leader must read, initial (where appropriate), and sign this Group Agreement before returning it to the Central Reservations department at the American Museum of Natural History. **Without this completed form, your reservation is subject to cancellation.** The minimum number of people to qualify for group rates and terms is 15. **All reservations require a 10% deposit, payable by credit card. Deposits are non-transferrable and non-refundable.**

Group Reservation and Cancellation Policies

1. At the Time of Your Reservation

- a. The cost per person is \$109.
- b. Registrations should be called in to Central Reservations at 212-769-5200.
- c. A 10% deposit is due at the time of reservation.
- d. Deposits are non-transferable and non-refundable.
- e. You will receive a confirmation packet via e-mail unless you specify otherwise at the time of your reservation.

2. Four Weeks Prior

- a. Balance of payment is due, paid with a single credit card, check, or money order.
 - If paying by money order or check, please write the following on the front: the date of the sleepover, the order confirmation number of your reservation, and your phone number. Please make check or money order payable to American Museum of Natural History and send to:

Central Reservations Department
American Museum of Natural History
Central Park West at 79th Street
New York, NY 10024
- b. The Museum reserves the right to cancel any group that does not meet this deadline.
- c. NOTE: The **group size cannot be decreased** after this date.

_____ As group leader, I have read and understand the information on this page.
 Initial Here

If any portion of this agreement requires further clarification, call the sleepover line at 212-769-5570.

3. Two Weeks Prior

- a. The completed Group Roster must be submitted to the Central Reservations Department.
 - The Museum reserves the right to cancel any group that does not meet this deadline.

4. Cancellation and Rescheduling

- a. If you must cancel or reschedule your reservation, please call 212-769-5200. There are no refunds, but we will try to accommodate you at the next available sleepover date.
- b. If there is a price change between your original event date and a rescheduled event, the new price will apply.
- c. In the unlikely event the Museum finds it necessary to cancel a sleepover, a full refund will be made.
- d. A \$4-per-order processing fee applies.

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The American Museum of Natural History Policies

1. Arrivals, Departures, and Group Responsibilities

(Please have SIGNED permission and release forms for EACH participant ready for submission upon arrival.)

a. Arrival and Departure

- Arrival time to the American Museum of Natural History sleepover is between 6 pm and 8 pm.
- Participants enter through the Rose Center for Earth and Space located at 81st Street between Central Park West and Columbus Avenue.
- Participants join line alphabetically by the last name of the group leader.
- All guests entering the building are subject to security screening.
- Participants have access to their cars until 11 pm. The garage reopens at 7 am.
- *A Night at the Museum* sleepover program ends at 9 am but participants are welcome to reenter and explore the Museum at 10 am. General admission tickets can be picked up at the Will Call Desk in the Rose Center for Earth and Space.
- Only adults listed as chaperones on the Group Roster will be admitted to the sleepover program.

b. Group Leader Responsibilities

- Must arrange for chaperone-to-child ratio of 1:3.
- Must read the conduct expectations included in this document and be responsible for the group's behavior.
- Must submit all participant permission and release forms for the group.
- Must be responsible for distributing all materials to chaperones.

c. Chaperone Responsibilities

- Chaperones must be at least 21 years old.
- There must be one chaperone for every three children.
- Chaperones must remain with the children at all times.

2. Facilities

- a. The American Museum of Natural History is not responsible for lost or stolen items. If an item is lost, please report the missing item at the Security Desk on the first floor. If the item is not recovered, you may leave contact information.
- b. Sleeping Assignments
 - American Museum of Natural History will assign adequate sleeping space for your total group. All participants must sleep in the assigned sleeping space.

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- Shower facilities are not available.
 - Sleepover participants may sleep in their clothes or change into pajamas in the restrooms. Changing clothing is not permitted in the sleeping locations.
 - Tops and bottoms must be worn at all times.
 - Cots are provided but bedding, including sleeping bags, mats, pads, blankets and pillows must be brought by each participant.
 - Air mattresses are not permitted.
- c. Parking
- Parking is available in the lot adjacent to the Rose Center for Earth and Space.
 - Parking is \$25 per vehicle.
 - The parking garage closes at 11 pm and reopens at 7 am.

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3. Alcohol and Smoking Policy

- a. Visitors are not allowed to bring alcoholic beverages into the Museum at any time.
- b. The American Museum of Natural History is a smoke-free building. Smoking is not permitted on Museum grounds or in the surrounding park.

4. Food Service

- a. It is advisable to have dinner prior to arrival at the sleepover, or your party can purchase dinner at the Museum Food Court. The Food Court is open from 6–7:30 pm.
 - Please make sure participants check in prior to visiting the Museum Food Court.
 - *A Night at the Museum* provides an evening snack and light continental breakfast.

Conduct Expectations for Sleepover Guests

To make sure everyone's evening is enjoyable, we ask everyone to adhere to the following guidelines during the sleepover:

- One chaperone is required for every three children and must stay with them at all times.
- Chaperones are responsible for the behavior of their group throughout their stay at *A Night at the Museum*. Children are not permitted to play on stairways, escalators, or elevators and are expected to be respectful to others.
- Please do not run or yell while in the Museum.
- No food or drink is allowed outside of the eating area.
- Please do not go to floors that are off limits during the sleepover. Follow schedule.
- Shoes or slippers must be worn throughout the evening. No Heelys are allowed.
- After Lights Out, chaperones are responsible for keeping their children in their cots.
- All MP3 players and electronic games or devices should be turned off after Lights Out. Cell phones should be silenced.
- Alcohol is not allowed on the premises during sleepovers. Violators will be asked to leave.
- There is one cot per person – please don't put items on another cot.
- Please do not move the cots – fire codes dictate that we must adhere to the layout.

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A Night at the Museum

AMNH Sleepover Program

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Financial Agreement

To register for *A Night at the Museum* sleepover program, please return the Group Agreement, signed and initialed, along with your 10% non-refundable deposit.

All checks should be payable to the American Museum of Natural History. Payment may be made by check, money order, or credit card. Payment for the entire group must be made with one check, money order, or credit card per group. If paying by credit card, please call 212-769-5200 and fax this form to 212-769-5272. If paying by check or money order, please mail payments to:

American Museum of Natural History
 ATTN: Central Reservations Department
 Central Park West at 79th Street
 New York, NY 10024

Group Name: _____

Date(s) Requested (in order of preference): _____

Total Number of Spaces: _____

The group leader has read and understands the above and agrees to abide by all of the forgoing terms, policies and procedures.

Group Leader Name (Print): _____ Group Leader Signature: _____

Date: _____ Phone Number: _____

Accepted: American Museum of Natural History

By: _____

Date: _____

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