

Katonah Museum of Art  
Birthday Party Application

The Katonah Museum of Art is now offering its space for use for children's birthday parties. As an institution whose primary goal is to serve the public with exceptional exhibitions, intriguing public programming, and educational programs, we will limit the availability of the museum for private parties to Sunday mornings, 10-12, before the Museum is open to the public. This means that families will have private use of the Museum for their child's birthday party. Please understand that the flat rate of \$400 for a birthday party includes the costs for opening and staffing the facilities for your private use, as well a personal party facilitator to guide your party. Because of the limited availability of dates, we must ask for a non-refundable deposit of \$100 in order to reserve your date.

Birthday Parties at the Katonah Museum of Art

- ★ Birthday Family must be current KMA members at the Museum Supporter Level or above
- ★ Cost of party is \$400.00; a non-refundable deposit of \$100 must be paid in order to reserve your date.
- ★ Final payment is due two weeks prior to party date, all payment must be payable by cash, check, or credit card
- ★ For children age 3-4, maximum 10 children (5 adults recommended, maximum 14)  
For children aged 5 and up, maximum 15 children (4 adults recommended, maximum 10)  
(If you would like to have more party attendees, this may require an additional staffing fee, please call to discuss details)
- ★ Parties may be scheduled Sunday mornings, 10:00-12:00 during available dates. Scheduled Museum events may affect availability.
- ★ 1 hour 45 minute birthday party led by a personal party facilitator includes:
  - exclusive use of the museum when it is closed to the public
  - short guided exploration of our exhibitions with interactive questions and activities
  - hands-on art project related to the exhibitions
  - ½ hour time for cupcakes and juice in the Learning Center or sculpture garden (weather permitting).
- ★ All food, paper goods, and decorations must be provided by the party hosts.  
The following decorations are not permitted: helium balloons, candles or open flames, aerosol cans, glitter or confetti.
- ★ Museum gift for Birthday child, Museum party favors for party guests
- ★ In case of cancellation by the family, within 2 weeks of the date, ½ the fee will be retained, if it becomes necessary to cancel within 48 hours of the event, we will do our best to reschedule your party, but no refunds will be available.
- ★ The Museum reserves the right to cancel due to weather; Museum will provide full refund.
- ★ All regular Museum rules apply

For questions, please contact:

Margaret Adasko, Education Manager  
914-232-9555, ext 2985  
[education@katonahmuseum.org](mailto:education@katonahmuseum.org)

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Today's Date: \_\_\_\_\_

Parents' names: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Current Membership level: \_\_\_\_\_

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

Requested Sunday date: \_\_\_\_\_

2<sup>nd</sup> choice date: \_\_\_\_\_

3<sup>rd</sup> choice date: \_\_\_\_\_

Number of children expected: \_\_\_\_\_ Number of adults: \_\_\_\_\_

Please complete and return by mail, fax, or email

Mailing address: Attn: Margaret Adasko, Education Manager  
Katonah Museum of Art  
134 Jay Street  
Katonah, NY 10536

Fax: 914-232-3128

Email: [education@katonahmuseum.org](mailto:education@katonahmuseum.org)