

Whitehead Memorial Museum



A Night at the Museum

Whitehead Memorial Museum Sleepover Program Group Agreement

The group leader must read, initial (where appropriate), and sign this Group Agreement before returning it to the Whitehead Memorial Museum. **Without this complete form, your reservation is subject to cancellation.** **All reservations require a 10% deposit, payable by credit card, check, or cash. Deposits are non-transferrable and non-refundable.**

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

Groups of 10 people or more qualify for A Night at the Museum. There is only space for 15 small/ medium sized tents.

Group Reservation and Cancellation Policies

1. At the Time of Your Reservation

- a. The cost per person is \$20.
- b. Registration should be called in to the museum at 830-774-7568 or email Michael.Diaz@WhiteheadMuseum.org
- 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 email the time of your reservation.

2. Two Weeks Prior

- a. Balance of payment is due, paid with a single credit card, check, or money order.
 - i. If paying by check or money order, please make payable to Whitehead Memorial Museum and send to:

**Whitehead Memorial Museum
1308 S. Main St.
Del Rio, TX 78840**

- b. The Museum reserves the right to cancel any group that does not meet this deadline.
- c. NOTE: The group size cannot be decreased once final payment has been made.

3. One Week Prior

- a. The completed Group Roster must be submitted to the Museum at Michael.Diaz@WhiteheadMuseum.org
 - i. 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 the Museum at 830-774-7568 or email Michael.Diaz@WhiteheadMuseum.org. Reservations are rain or shine. There are no refunds, but we will try to accommodate you at the next available sleepover date.
- b. In the unlikely event the Museum finds it necessary to cancel a sleepover, a full refund will be made.

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

The Whitehead Memorial Museum Sleepover 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 Museum sleepover is between 6pm and 7pm.
- Participants enter through the small black gate located near the Zapa Chapel.
- The gate will close and be locked at 8pm. A temporary gate code will be given to the group leader to be used to open the gate if needed.
- A Night at the Museum Sleepover Program ends at 8 am but participants are welcome to reenter and explore the Museum at 10 am. General admission fees can be paid at the front desk in the Perry Store.
- Only adults listed as chaperones on the Group Roster will be admitted to the sleepover program.

b. Group Leader Responsibilities

- 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.
- Chaperones must remain with the children at all times.

d. Sleepover Schedule - Sleepover experiences may vary, but here is an example schedule of what you can expect during a Museum Sleepover

6:00pm - 7:00pm - Check in

6:30pm - 7:00pm - Set up tents

7:00pm - 7:30pm - Mini Tour of Museum

7:30pm - Midnight - Program (you must provide your own programming)

Midnight - Lights out

7:00am - Rise & Shine Breakfast

8:00am - Farewell

2. Facilities

a. The Whitehead Memorial Museum is not responsible for lost or stolen items. If an item is lost, please report the missing item to the Museum Director. If the item is not recovered, you may leave contact information

b. Sleeping Assignments

- The Whitehead Memorial Museum will assign adequate sleeping space for your group. All participants must sleep in the assigned sleeping space.
- Shower facilities are not available.
- Sleepover participants may sleep in their clothes or change in to pajamas in the restrooms. Changing clothing is not permitted in the sleeping locations.
- Tops and bottoms must be worn at all times.
- Tents and bedding, including sleeping bags, mats, pads, blankets and pillows must be brought by each participant.

c. Parking

- Parking is available on South Main Street adjacent to the museum. You may park across the street as long as you are not blocking a private driveway.

3. Alcohol and Smoking Policy

a. Visitors are not allowed to bring alcoholic beverages in to the Museum at any time during the sleepover.

b. During the sleepover, smoking is only permitted outside the museum grounds.

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

4. Food Service

- It is advisable to have dinner prior to arrival at the sleepover, or your party can bring dinner to eat at the museum.
- A fire pit is available for use upon request. It is the group leader's responsibility to oversee the use of the fire pit and its extinguishment at the end of the night.
- At 7am, the Museum will provide a pancake and sausage breakfast including a variety of juices, milk and coffee.

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:

- Chaperones must stay with the children at all times.
- Chaperones are responsible for the behavior of their group throughout their stay at the Museum. Children are not permitted to play on stairways or near any exhibit building.
- Please do not run or yell while in the Museum.
- Shoes must be worn throughout the evening.
- After lights out, chaperones are responsible for keeping their children in their tents.
- Alcohol is not allowed on the premises during sleepovers. Violators will be asked to leave.

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 Whitehead Memorial Museum. 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.

GROUP NAME: _____

DATE REQUESTED: _____

TOTAL NUMBER OF CHILDREN: _____ TOTAL NUMBER OF ADULTS: _____

MINI TOUR OF MUSEUM (PLEASE CIRCLE ONE) YES / NO

WE WOULD LIKE TO USE THE FIRE PIT (PLEASE CIRCLE ONE) YES / NO

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: _____ EMAIL: _____

Accepted: Whitehead Memorial Museum

By: _____ Date: _____

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