



CHILDREN'S  
MUSEUM  
— OF VIRGINIA —  
PORTSMOUTH

BIRTHDAY PARTY RESERVATION REQUEST FORM

Please complete and submit this form to begin reserving your birthday party at the museum. We'll contact you by phone after we receive your request. During the call, we'll answer any questions you might have and confirm the date. You'll be asked to make a non-refundable deposit to hold your reservation. You'll receive a confirmation letter in the mail after we receive your deposit. **Please remember**, the earlier you request your birthday party reservation, the better your chances of getting your preferred date.

Group ID Number: \_\_\_\_\_ (For Museum Use Only)

BIRTHDAY PARTY CONTACT INFORMATION

Name: \_\_\_\_\_ Stargazer or Visionary Member  Yes  No

*Stargazer members receive a \$40 discount and Visionary members receive a \$75 discount on their birthday packages.*

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Day Time Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Birthday Child: \_\_\_\_\_ Boy/Girl: \_\_\_\_\_ Age will be: \_\_\_\_\_

BIRTHDAY PARTY INFORMATION

Requested Party Date:

Preferred Day: \_\_\_\_\_ Date: \_\_\_\_\_ Alternate Day: \_\_\_\_\_ Date: \_\_\_\_\_

Requested Party Time:

Tuesday–Saturday (check one) \_\_\_\_\_ 10:30 am–12:00 pm \_\_\_\_\_ 12:30 pm–2:00 pm \_\_\_\_\_ 2:30 pm–4:00 pm

Sunday (check one) \_\_\_\_\_ 11:30 am–1:00 pm \_\_\_\_\_ 2:00 pm–3:30 pm

Type of Birthday Party Package:

\_\_\_\_\_ Bodacious Birthday Party for up to 24 people\*

\_\_\_\_\_ Bodacious Birthday Party for up to 36 people\*

**\*ALL guests - children & adults - should be included in the group total**

*continued, next page*



CHILDREN'S  
MUSEUM  
— OF VIRGINIA —  
PORTSMOUTH

Party Add-ons:

\_\_\_\_\_ Train Program - \$50

\_\_\_\_\_ Birthday Shout-Outs - \$10

Questions or Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOR CHILDREN'S MUSEUM OF VIRGINIA USE ONLY

Reservation Number: \_\_\_\_\_

Deposit Received: \_\_\_\_\_

Cancellation Date: \_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Confirmation: \_\_\_\_\_

Date Confirmation Mailed: \_\_\_\_\_