**C.W. Parker Carousel Museum**

320 South Esplanade  
Leavenworth, KS 66048

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**PARKER ROOM**

**RESERVATION AGREEMENT**

Please read the following information before completing the form.  
Call 913-682-1331 with any questions.

For photos of past events in the Carousel Room please visit CWParkerCarouselMuseuem.org or like us on facebook.

**Reservation details:**

1. Payment may be made with check, credit card (Visa, Master Card or Discover), or cash
2. The first hour is $100 and each hour there after is $50. There is a two-hour minimum. (There is no charge for one hour set up and tear down)
3. The use of the Carousel is an additional $65 per hour.
4. Use of warming kitchen is $20 per hour.
5. For Children’s Birthday Parties ONLY_ 16 free carousel ride tickets will be given per hour, not to exceed 32 tickets. Additional ride tickets can be purchased for $1.25 each.
6. Limited use of the ice machine is available.
7. **CANCELLATION POLICY:** No refunds of deposits for reservations cancelled within seven days of the party date.

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<table>
<thead>
<tr>
<th>EVENT DATE</th>
<th>TYPE OF EVENT</th>
<th>EVENT START TIME</th>
<th>END TIME</th>
<th>SET UP TIME</th>
<th>USE OF CAROUSEL?</th>
<th>IF YES, CAROUSEL START TIME</th>
<th>CAROUSEL END TIME</th>
<th>APPROX NUMBER OF ATTENDEES- CHILDREN</th>
<th>ADULTS</th>
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</thead>
</table>

**ADDITIONAL ITEMS REQUESTED:**

__USE OF KITCHEN__

__TABLECLOTHS (5$ EACH: ASK ABOUT AVAILABLE COLORS)__

__CAROUSEL RIDE TICKETS__

__MICROPHONE__

__PODIUM__

__4’ X 12’ SERVING TABLE__

(COVERED WITH A WHITE VINYL TABLECLOTH)

TABLES (PLEASE LIST QUANTITY NEEDED BY SIZE REQUESTED)

_____ROUND

_____8’ BANQUET

_____6’ BANQUET
I have read the above information of the reservation and confirm they are correct including any additional information I have provided.

Signature__________________________________________________________DATE________________