

# C.W. Parker Carousel Museum

320 South Esplanade  
Leavenworth, KS 66048

## 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 [CWParkerCarouselMuseum.org](http://CWParkerCarouselMuseum.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.

EVENT DATE \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

EVENT START TIME \_\_\_\_\_ END TIME \_\_\_\_\_ SET UP TIME \_\_\_\_\_

USE OF CAROUSEL? \_\_\_ YES \_\_\_ NO

IF YES, CAROUSEL START TIME \_\_\_\_\_ CAROUSEL END TIME \_\_\_\_\_

APPROX NUMBER OF ATTENDEES- CHILDREN \_\_\_\_\_ ADULTS \_\_\_\_\_

### 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

OTHER \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

TOTAL AMOUNT DUE \$ \_\_\_\_\_

***DEPOSIT IS 50% OF THE AMOUNT DUE AND IS REQUIRED TO SECURE YOUR PARTY TIME AND DATE. NO RESERVATIONS WILL BE HELD WITH OUT DEPOSIT.***

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

Signature \_\_\_\_\_

DATE \_\_\_\_\_

**OFFICE USE**

DEPOSIT PAID \$ \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

BALANCE DUE \$ \_\_\_\_\_

RESERVATION RECEIVED BY \_\_\_\_\_