College Park Aviation Museum & College Park Airport

Where Your Birthday Takes Off

Birthday Party Rules and Regulations
CONTACT INFORMATION

Museum Office

Hours
Monday – Friday 9:00 am to 5:00 pm

Tours available by appointment
Monday– Friday 10:00 am to 4:00 pm by appointment

Call the business office at 301-864-6029; Email: CPAM.Educators@pgparks.com

Closings: The office is closed on official holidays, (except Columbus Day), inclement weather or any unforeseen emergencies. Events, however, may be scheduled on the holidays with the exception of Thanksgiving, Christmas Eve, and Christmas Day.

DIRECTIONS

LOCATION: In College Park, Maryland near the University of Maryland, between Route 1 & Kenilworth Avenue (Route 201). Accessible from the Green Line, College Park/University of Maryland Metro Station.

FROM THE BELTWAY: Take the Beltway (I-495) towards College Park and exit at Kenilworth Avenue (Exit 23). Turn south on Kenilworth Avenue (Rte. 201) at end of the ramp. Turn right at traffic light at Campus Drive. Turn right at traffic light at Corporal Frank Scott Drive. Continue to the entrance of the airport parking lot. Turn right onto service road and proceed to museum parking lot.

FROM THE BALTIMORE-WASHINGTON PARKWAY: Exit at Route 193 (Greenbelt Road) West toward College Park. Turn onto Kenilworth Avenue, proceed for approximately one and a half miles and turn right onto Campus Drive. Turn right at first traffic light, which is Corporal Frank Scott Drive. Continue to entrance of the airport parking lot. Turn right onto service road and proceed to museum parking lot.

FROM WASHINGTON, DC: On MD-295 N (Balt-Wash Pkwy), take State Highway 410 (East-West Hwy) toward New Carrollton/Hyattsville. At end of the exit ramp, turn left onto Hwy 410. Proceed for approximately one mile and turn right at Kenilworth Avenue. Proceed for approximately one mile and turn left onto Campus Drive. Turn right at first traffic light, which is Corporal Frank Scott Drive. Continue to entrance of the airport parking lot. Turn right onto service road and proceed to museum parking lot.

FROM U.S. ROUTE 1: Turn onto Campus Drive at traffic light at the north entrance of the University of Maryland. Proceed through 3 traffic lights. The next traffic light is Corporal Frank Scott Drive, turn left. Continue to entrance of the airport parking lot. Turn right onto service road and proceed to museum parking lot.

FROM METRO: Walk to intersection of Campus Drive and River Road. Cross over Campus Drive and walk up to Corporal Frank Scott Drive and turn left. Walk down Corporal Frank Scott Drive and turn right onto Lehigh Road (a road directly behind the three (3) Tennis Bubbles) and then turn left onto a paved pathway that leads you up to the Aviation Museum on your right.
TO BOOK A PARTY
All rental contract holders must:

- Be at least 21 years of age and;

- Have a valid form of ID and proof of residency. Valid forms of ID include: a driver's license, utility bill, deed to house, lease agreement, homeowner insurance policy, or renter's insurance policy.

- The contract holder is the point of contact during the duration of the reservation/rental period.

RESERVATIONS
A calendar hold of 10 business days can be placed on a specific date with a completed party application.

Accepted forms of payment for deposit: Visa, MasterCard, checks made payable to Maryland-National Capital Park and Planning Commission (M-NCPSC), cash or money orders. All returned checks will have a $35.00 assessed returned check fee.

*Note: Reservations are not accepted less than 60 days (2 months) before the event date
*Note: Checks are not accepted less than 30 days before event date.
- Upon payment of the security deposit is paid, the client will receive the rental contract which must be signed and submitted by the due date specified on the contract.

PAYMENT SCHEDULE
1. 50% of the rental fee is due when rental contract is signed
2. 14 days (2 weeks) prior to event date the remaining 50% of the rental fee is due.
3. Both deposit and rental fees must be in the form of cash, credit card, or certified check/cashier check/money order made payable to the Maryland-National Capital Park and Planning Commission (or M-NCPSC)
4. A Security Deposit of $50 is only required if host is interested in utilizing our Food Waiver Form (see Food).

Security Deposit: The security deposit is separate from the rental fee and cannot be applied towards the rental. Once paid, the security deposit is not refundable until three weeks after the event provided there are no charges assessed due to damage, loss, clean up, or extension of contract time. Refunds issued by the main office in Riverdale are mailed directly to the contract holder or applied to credit card used. Please call the business office for refund details.
BIRTHDAY PARTY RATES, DURATION, AND CAPACITY

Rental Rates: Rates are subject to change without notice.

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<tr>
<th>Birthday Party Package Rates</th>
<th>Member</th>
<th>Non-Member</th>
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<tr>
<td>Signal Corps Party, Ages 4-12</td>
<td>$325</td>
<td>$375</td>
</tr>
<tr>
<td>Wilbur's Workshop Party, Ages 10-12</td>
<td>$350</td>
<td>$400</td>
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Package Descriptions and Amenities

Birthday Party packages come with a number of amenities to enhance the visitor experience so that all may have a fun and educational time. Party packages are priced for 10 child participants and 12 adults. Hosts may add up to 5 children maximum for an extra $15 per participant, and 10 adults maximum for $4 per participant.

Each party includes:
- A dedicated staff member paired with you for the duration of your party, including set-up and clean up
- A tour and activities for child attendees
- Personal party space
- Decorations (Happy Birthday Sign, Table coverings, floor games)
- Paper Products
- Party Favors

Signal Corp Party

Our Signal Corp Party is designed for guests ages 4-12. Hosts may choose one of the following three activities: Decorate a Kite (4+), Model Planes (4+) or I’m Flying Photo (4+). Each party is contracted to last two hours, with additional set-up and break-down time for the host.

Example Signal Corp Birthday Schedule:

11:30- Host may arrive to set-up any food and personal items
12:00 - Birthday guests arrive, button making activity
12:15- Tour of museum
   - simulators
   - free time in hands on room and Imagination airplane
1:00 - Return to birthday area to do activity
1:30 - Cake and fun
2:00- Party clean up (guests are welcome to go back into the museum)
Wilbur’s Workshop Party

Wilbur’s Workshop party is designed for guests ages 10-12. Guests make airplane ribs that follow the original Wright Brother’s designs. Each party is contracted to last three hours, with additional set-up and break-down time for the host.

Example Wilbur’s Workshop Birthday Schedule

12:30- Host may arrive to set-up any food and personal items
1:00- Birthday Guests may arrive, button making activity
1:15- Tour of museum
   -simulators
   -free time in hands on room and Imagination airplane
1:45- Rib making activity
3:30- Cake and Fun
4:00- Party clean up (guests are welcome to go back into the museum)

Courtesy Set-up/Break-Down Time

Birthday Party host is permitted to arrive 30 minutes prior to the start of their party time-slot to set up any food and other party items. Party host is allotted 30 minutes after the party time-slot to clean and remove any of their belongings from the birthday area. Hosts are welcome to go into main museum gallery after that allotted time.
CANCELLATION POLICY

All cancellations must be in writing by the contract holder, signed, and addressed to the facility manager. Cancellation policy applies with or without a signed contract.

If the contract holder cancels the event more than 30 days before event date, 50% of the rental fee will be forfeited.

If the contract holder cancels the event less than 14 days before the event date, 100% of the rental fee will be forfeited.

Note: The contract holder is responsible for notifying the facility staff of any status change of name, address, or phone number. The refunds (if applicable) will be mailed to the address listed on the contract. Payments made by personal check will be made payable to the contract holder.

It is our mission to ensure an extraordinary rental experience. If prior to or during the rental any element of the event is found to compromise the venue, M-NCPPC, or its staff reserves the right to cancel the event without reimbursement.

If the venue is unable to fulfill a contract due to causes beyond the control of the venue, any payments, except for services already rendered, will be refunded in full or payments received can be applied to a future re-booking.

CHANGE OF RESERVATION DATE

A one-time reservation date change is acceptable up to 2 months prior to the event date. Any further date changes will be treated as a cancellation. Modifications or changes to the contract can only be made by the contract holder and must be made in writing.
ALCOHOL, SMOKING AND PETS

**Alcohol**
Alcoholic beverages are not permitted during children’s birthday parties. If you are interested in hosting a party with alcohol, please explore our Rental packages.

**Smoking**
MNCPPC prohibits the use of lighted tobacco products and electronic cigarettes on all of its properties, including outdoor areas.

**Pets:**
College Park Aviation Museum is a pet free facility with the exception of service animals

FOOD

You may bring your own prepared foods to enhance your birthday celebration. Foods and beverages that stain are strictly prohibited. These include chocolate, chocolate ice cream, blue and red icings, tomato based foods (Including pizza and ketchup), fruit punch, and dark juices. Please check with the museum staff prior to your party if you are unsure about a specific item.

If you are interested in having any of these prohibited foods you must sign and submit our Food Waiver Form prior to your party. A security deposit of $50 is required with the waiver.

The College Park Aviation Museum provides all party utensils including plates, napkins, cutlery, cups, serving utensils, candles, lighter, and table coverings.

Birthday Party hosts are not permitted to have onsite- catering during their parties. Drop-off food delivery is permitted. If you are interested in hosting an event with onsite catering, please explore our Rental Packages.
FURNITURE AND EQUIPMENT

5 6-ft rectangular tables
30 cushioned metal folding chairs
1 Happy Birthday Sign
Plastic tablecloths covering every table
2-3 Floor games placed in the room for children to play with
Paper products and serving utensils, including plates, cups, napkins, and flatware

Staff pre-arrange 3 tables and chairs in a “U” shape in birthday party space. Two additional tables are set-up on the side of the room for food. Extra chairs are lined on the edges of the room.

The moving or re-arrangement of facility furnishings and accessories is prohibited unless approval is received from the Manager. The quantities of above furnishings and equipment are subject to change.

Please note, Prince George’s County does not allow polystyrene (Styrofoam) to be used in museum programs or in food service at the museum.

Rental equipment from an outside vendor is not permitted.
DECORATING

Additional decorations, signage, or games need to be vetted by staff prior to the party. Staff reserves the right to make
the final decisions the day of. They must be free standing, table top pieces no larger than 2 feet high. Nails, screws, push pins, metal hooks, damaging adhesive, etc. is prohibited.

Flower petals (real or fake), helium balloons, rice, confetti, decorative glitter, birdseed, and additional candles are not allowed.

Fireworks, including sparklers, firearms, and contraband are not permitted and are prohibited by the State of Maryland.

Museum furniture, exhibits, and displays may not be removed or rearranged during events.

Driveways, corridors, and emergency exits cannot be blocked and must be accessible at all times.

**Holiday Decorations**

During the year-end holiday season, the Museum will display seasonal decorations, including a Christmas tree, wreaths, lights and garland. These decorations may not be removed or rearranged during events. The seasonal decorations are generally installed the first week of December and will be taken down the first week in January. Inquire about specific dates by contacting the office.
ENTERTAINMENT

All entertainment is subject to approval. The facility must be informed of all entertainment planned for events at the time of booking as this must to be approved by Park Police. Music is not permitted.

PARKING AND GROUNDS

Parking

There is ample parking provided for guests within the posted rental capacity as well as designated accessible parking.

Parking, standing, or driving on any grassy areas is prohibited and would be grounds for forfeiture of the security deposit.

Vehicles should be removed by the end of the event and may not be left overnight. M-NCPPC is not responsible for vehicles left on the premise.

Indemnification

Contract holders and guests are required to abide by all applicable Federal, State, and/or County public laws and ordinances arising from use of venues.

The contract holder shall indemnify and hold harmless the M-NCPPC from and against all actions, liabilities, claims, suits, damages, costs, or expenses of any kind which may be brought or made against M-NCPPC of which M-NCPPC must pay and incur by reason of or in any manner resulting from the sponsor’s negligent performance of or failure to perform any of his/her obligations under the terms of the reservation agreement.

M-NCPPC shall not be liable for loss or reimbursement due to cancellation or termination of a scheduled event due to force majeure, act of God, or inclement weather.

Damages

Renter agrees to assume full financial liability and responsibility for any and all damages to the Facility or its contents and collections during the scheduled event, or costs incurred by the Commission resulting from the renter, or renter’s guests, invitees, organization, agents, caterers, or any contractors at the Museum during their rental time frame.

Any damages to museum collections and/or aircraft will be covered by the
renter – based upon an appraisal through a restoration or conservation company of the Museum’s choosing.

The Commission reserves the right to deny the application, or revoke an approved application, where (1) an individual, group or organization has (i) provided false information on an application, (ii) failed to meet past obligations, or has an outstanding obligation with the Commission; or (2) there is insufficient staff to conduct the event.

This agreement is not transferable to another party, individual, group, or entity.

The supervising employee or representative shall have the authority to regulate, at his or her sole discretion, activities during the event and will terminate the function if, after the first warning, the rules and regulations are not observed by the renter, or the renter’s guest, invitees, organization, agents, caterers, or contractors without refund.