



Where Your Birthday Takes Flight!
Birthday Party Rules and Regulations



College Park Aviation Museum
1985 Corporal Frank Scott Drive
College Park, MD 20740
301-864-6029 collegeparkaviation@pgparks.com

CONTACT INFORMATION

Museum Office

Hours

Tuesday-Sunday 10am -4pm

Tours available by appointment

Tuesday-Saturday 10:00 am to 3:00 pm by appointment

Call the business office at 301-864-6029; Email:

collegeparkaviation@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.

BIRTHDAY PARTY RATES, DURATION, AND CAPACITY

Rental Rates: Rates are subject to change without notice.

Birthday Party Package Rates	Member	Non-Member
Ages 3-10	\$350	\$400

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 12 child participants and 12 adults. Hosts may add up to 3 children maximum for an extra \$15 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
- Paper Products
- Party Favors

Example Schedule

Example Birthday Schedule

- 9:30- Host may arrive to set-up any food and personal items
- 10:00- Birthday Guests may arrive, button making activity
- 10:15- Tour of museum
 - simulators
 - free time in hands on room and Imagination airplane
- 10:35- Rib making activity
- 11: 00- Cake and Fun
- 11:45- Party clean up (guests are welcome to go back into the museum)
Guest are allowed a 30 minute grace period to clean up

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. An additional \$50 will be charged if the courtesy set up time is over 30 minutes.

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.

The College Park Aviation Museum provides the following party utensils, plates, napkins, cups, 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	Plastic tablecloths covering every table 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 strictly 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

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.