

# PROM PACKAGES

**\$10,000 base package for up to 300 students**

## WHAT'S INCLUDED IN THE BASE PACKAGE?

### The Facility

- Use of 1st & 2nd Floors of the Museum
- Use of up to two classrooms for photographer or other school staffed activity
- Use of Museum Parking Lot until 1 hour after event ends
- Up to four hours of event time

### Rental Items

- Dance Floor up to 21' x 21'
- 8 six-foot rectangular tables with black linens
- 4 five-foot seated rounds with black linens
- 8 high-boy standing cocktail tables with black linens
- Option to exchange tables: 2 cocktail tables = 1 seated round

### Food & Beverage

- Water stations for 300 students
- Light snacks and/or desserts for 300 students

### Staffing

- 1 Museum Event Coordinator or Manager
- 5 Museum event staff members
- 1 Museum Facility/Staff Member
- 2 security guards (additional guards required for 400+ students)

## WHAT'S NOT INCLUDED?

- Use of the Art Studio or exhibits
- Centerpiece décor for tables
- DJ, lighting, or sound system
- Tear-down/removal of school-provided décor or rentals
- Police/Resource Offices (minimum 2 required) – school must hire
- Admission staffing (school must staff entry throughout event)
- All prom related activities must be staffed by students or faculty (i.e., photo booth, entertainment, games etc.)

## WHAT OTHER COSTS ARE THERE?

### Requirements

- Refundable Damage Deposit \$ 500
- 1 security guard per 200 students, 2 included \$ 150 per guard
- Cleaning Fee (non-refundable) \$ 85
  
- Water service for students beyond 300 \$ 2 per student
- Snack service for students beyond 300 \$ 10 per student  
(Water and Snack service added in increments of 25 students)

### OPTIONS

- Upgrade water service to include lemonade \$ 2 per student
- High boy standing cocktail table, linen \$ 30 each
- Seated round table with chairs and linen \$ 60 each
- Add third floor with additional staff and security \$ 1,500  
(Required for 600+ students)

So what's it all going to cost?				
Basic Package	300 Students			\$10,000
<b>Requirements</b>				
Additional Guards	1 per 200 Students	\$ 150	x	
(Package includes 2 guards)				
Cleaning Fee		\$ 85		
(non-refundable)				
Additional Water	\$2 per Student	\$ 2	x	
Additional Snacks/Desserts	\$10 per Student	\$ 10	x	
(Water and Snacks added in groups of 25)				
<b>Options &amp; Upgrades</b>				
Balloon Drop		\$ 600		
Add Lemonade	\$2 per Student	\$ 2	x	
More High Tables		\$ 30	x	
More Seated Tables		\$ 60	x	
Add Third Floor		\$1,500		
Refundable Damage Deposit				\$500
<b>Total</b>			=	

# PROM PACKAGES CONT.

## Any special rules we should know about?

### **Museum Policies**

Maximum attendance: 900 students.

Use of elevators restricted to those with special access needs.

No smoke, fog, or haze effects unless approved by Museum.

No smoking on property.

Use of your own décor is subject to Museum rules/approval.

Setup starts at 4:00pm day of event. Some early setup can be arranged.

Up to 4 hours of event time, ending by 12:00am.

All guests, staff, and vendors to be off-property by 1.5 hours after event.

All food & beverage must be approved by the Museum.

Require Security Deposit (10% of facility rental) & Damage Deposit (1/3 of facility rental) to lock-in date.

Payment of balance due 2 weeks prior to event.

Payment for catering additions due by 4:00pm 72 business hours prior to the event.

Refund of Damage Deposit pending inspection 2-3 business days after event.

## Sounds great! How do we get started?

For more information, to check available dates, or to schedule a tour contact:

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children's  
museum  
of phoenix