



Sandcastles Children's Museum
129 E. Ludington Ave.
Ludington, MI 49431

Date _____
Invoice # _____
sandcastleschildrensmuseum.com

Sandcastles Children's Museum Event Invoice
(to be returned with check, made to Sandcastles, at least 10 days before the event)
Mail check to: Marcia Olmstead (Sandcastles), 920 E. Maple, Ludington, MI 49431

Event scheduled for (Date) _____ (Time) _____

Event Using Party/Meeting Room Only (basement)

During Open Museum Hours:

\$60 non-member/\$50 member for use of the room for 2 hours, \$15 for each additional hour
Cancellation fee: full refund if cancelled two days in advance, otherwise \$25 will not be refunded
Call (843-4363) to cancel
Please enclose a check for _____

Event Using Party/Meeting Room Only (basement)

During Closed Museum Hours:

\$100 non-members/\$90 member for use of the room for 2 hours, \$25 for each additional hour
Cancellation fee: full refund if cancelled two days in advance, otherwise \$50 will not be refunded
Call (843-4363) to cancel.
Please enclose a check for _____

Event Using the Museum and the Party/Meeting Room

During Open Museum Hours:

\$80 non-members/\$70 members for two hours, \$15 for each additional hour +
\$4.00 for each child (ages 1-12) entering the museum and \$2.00 per adult to be paid upon arrival
Cancellation fee: full refund if cancelled two days in advance, otherwise \$25 will not be refunded
Call (843-4363) to cancel
Please enclose a check for _____

Event Using the Museum and the Party/Meeting room

During closed Museum Hours:

\$125 non-members/\$110 members for two hours, \$50 for each additional hour
\$4.00 for each child (ages 1-12) entering the museum and \$2.00 per adult to be paid upon arrival
Cancellation fee: full refund if cancelled two days in advance, otherwise \$50 will not be refunded
Call (843-4363) to cancel
Please enclose a check for _____

Policy for Museum Use:

1. When you enter, the staff will gather your group to go over safety instructions.
2. Chaperones must supervise children in all areas of the museum.
3. Children and adults are asked to help put items back in place when finished.
4. If using the party/meeting room, the room must be left clean and neat.

Name/Organization: _____

Address _____ Date _____

Phone _____

Email _____ Signature _____