



Let's Plan a Party!

1. Choose two possible dates for your party.
2. Complete the registration form, available through our website at www.constitutioncenter.org or on this form
3. Send registration form with a non-refundable 25% deposit at least four weeks in advance to secure a date. You will then receive a confirmation letter, invitations, directions, and additional information.

Birthday Registration Form

Parent/Guardian Name: _____

Street: _____

City, State, Zip: _____

Phone: _____

Member #(if applicable): _____

Child's Name: _____ Child's Age: _____

Date of Party: 1st Choice _____ 2nd Choice _____

Time of Party: 11-12:30pm 1-2:30pm 3-4:30pm

Party Theme: _____

Party Room: Freedom Room \$600 Private Dining Room \$525 Liberty Classroom \$450

Total # of Guests(including all adults and children) _____

Additional fee of \$20 per person will be charged on the day of the party if the mazimum # of guests is exceeded.

Total amount: \$ _____

Less 25% deposit: \$ _____

Balance Due: \$ _____

Circle one: Check Visa MC AE

Amount: \$ Exp.

Acct #: _____

Name: _____

Signature: _____

Please submit full payment with your attendance form via mail, fax or in person by 5 p.m. on the Thursday before your party.

Make checks payable to:
National Constitution Center
525 Arch Street
Independence Mall
Philadelphia, PA 19106
Fax 215.409.6650

Parties can be scheduled on Saturday or Sunday or weekdays throughout the summer. Please call as early as possible to check availability of specific dates and times.

For more information please visit: www.constitutioncenter.org/birthdayparties

Or call
Kerry Sautner
215.409.6730
ksautner@constitutioncenter.org

Birthday Registration Form

Please Take Note:

The National Constitution Center Hours – The Center is open 9:30-5:00 daily except Sundays 12:00-5:00.

These hours are subject to change.

Directions – Directions can be found at

<http://www.constitutioncenter.org/visiting/VisitorInformation/index.shtml#Map>.

Guest Parking – The National Constitution Center has its own parking lot. The entrance is located on Race street between 6th and 5th street. The parking fee of \$7.00 per vehicle is to be paid when exiting the lots. Cash and credit cards are accepted.

Arrival – Please arrive 20 minutes prior to the start of your scheduled party time. It takes approximately 20 minutes to complete the check-in process.

Check In – To check in, bypass the ticket windows and proceed to the Information Desk, located inside the main entrance. Both you and your guests will check in at the Information Desk. Please bring all belongings, gifts, cake, etc. You are responsible for transporting items to and from your car.

Outside Food – The only outside food permitted is your birthday cake. No other outside food is allowed into the Center.

Party – You will be escorted to the party room as a group. Allow 5 minutes for travel to the party room. The party works in three main sections. First the children will share in the Make-and-Take activity or show. Next they will enjoy their catered lunch. Finally they will sing and cut the cake.

Admission – The ticket price you have paid for each guest does include unlimited tour time in the Center. Please take advantage of this before or after your party.

Decorations – Decorations are included with the package. Decorations include tablecloths, streamers, wall decorations. We will also provide a radio with background music.