



PRESIDENT LINCOLN'S COTTAGE
AT THE SOLDIERS' HOME

BIRTHDAY PARTIES

Party Components:

The Lincoln's Hat birthday party rental will last two hours and includes:

- 40 minute interactive tour of President Lincoln's Cottage.
- 40 minute hands-on activity (appropriate for children turning 5- children turning 10).
- 40 minute birthday celebration.

President Lincoln's Cottage Provides:

- An education staff member to lead the party.
- Program supplies.
- Exclusive use of the Group Program Room on the garden level of the Robert H. Smith Visitor Education Center for the duration of the birthday party, including: 30 minutes prior (set-up), 2 hours during, and 15 minutes after the party (take-down).
- Three, 8' rectangular tables for the hands-on activity and for eating; one, 6' rectangular table for cake and refreshments; one, 6' rectangular table for gifts
- Reserved use of 4 outdoor picnic tables.
- A President Lincoln's Cottage t-shirt for the birthday child.
- Chocolate pennies and souvenir pencils for each child (For additional suggestions for goody bag items, we will connect you with the Museum Store).
- Free, on-site parking for families.
- Free invitation template including directions to the site. It is the host's responsibility to print, fill out, and mail invitations.

Party Host Provides:

- Set-up 30 minutes before scheduled party time.
- The party host is responsible for the children and their personal conduct at all times.
- Drinks and refreshments including cake.
- Plates, utensils, cups, napkins, and tablecloths (if desired).
- Decorations-please keep these simple. Noisemakers and piñatas are prohibited.
- The room must be clean and vacated within 15 minutes of the party end time. PLC will provide trashcans/bags/recycling containers; party hosts must clean up after themselves.

- Hosts are responsible for creating and sending invitations. PLC has created a sample template. Should you use this template, you are responsible for filling out and mailing the invitations.

Reservations and Pricing:

Scheduling:

- Birthday parties should be scheduled at least four weeks in advance of the desired date to ensure adequate staffing is available. Requests made within four weeks are entertained but may require payment in full, upfront. A non-refundable \$50 deposit is required to secure the desired date, and full payment is due two weeks before the confirmed date.
- Parties may only be reserved for start times of 10:30AM and 2:00PM.

Cancellation:

Cancellations must be made in writing two weeks in advance of the confirmed date in order to receive a refund (minus non-refundable security deposit). If a program is cancelled due to inclement weather, President Lincoln's Cottage will allow hosts to reschedule, or will provide a full refund.

Pricing:

- \$350 for up to 15 children (\$15 each additional child, maximum 25 children).
- \$275 for President Lincoln's Cottage Members of \$100 and above (\$15 each additional child).
- No gratuity is accepted. If you enjoyed the program, please consider making a donation to President Lincoln's Cottage.
- Parents or guardians of party guests are invited to stay for the duration of the party. There is no fee for parents or guardians. Maximum of one adult for every five children to accompany group on the Cottage tour (minimum, two).

Food and Beverage:

- To minimize open flames, only number candles are allowed as cake toppers. All other candles are prohibited. PLC will provide a safety lighter. Matches are prohibited. PLC has routinely inspected fire extinguishers on hand at all times.
- No refrigerator or freezer is available. Coolers are welcome.
- No alcoholic beverages are allowed.
- Food deliveries can be made to the Robert H. Smith Visitor Education Center for birthday parties; however, party hosts must coordinate and accept all orders. Staff will not accept or store any food orders. All food must be from a licensed caterer or food business (this includes most major grocery stores, fast food restaurants, and pizza delivery chains).

Liability:

Host agrees to assume full financial liability and responsibility for any damage to or loss of objects or property belonging to the National Trust for Historic Preservation while using President Lincoln's Cottage and to hold harmless, indemnify and defend the National Trust from and against any claims of personal injury or property damage arising from such use. The host also agrees to abide by the procedures governing special use of the property, listed in these guidelines.