



Birthday Party Policies

Booking

A \$25 non-refundable deposit is due when booking the party to secure the reservation of a Party Room. Without a deposit, parties will not be held or reserved. Birthday Parties are reserved on a first-come, first-served basis. Times may vary due to availability. The Museum does not have birthday parties for children over the age of seven.

Fees & Admission

Saturdays: \$190 for Members; \$200 for Nonmembers

Sundays: \$215 for Members; \$225 for Nonmembers

Birthday parties allow admission to the Museum for fifteen Children. Adults and children under two are free. The birthday child and children in his/her immediate family are included in this tally. All guests will be asked to sign in as they enter the Museum. Museum Memberships are not transferable to birthday parties. The sign-in sheet will be used upon check out to determine the total party cost. If the party exceeds fifteen children, a \$6.00 charge per extra child will be added to the balance at the end of the party. Anyone over the age of sixteen constitutes an adult. There may be no more than three honorees per party. "Double booking" (i.e., two consecutive party periods) will be charged for two parties. Double booking extends the party for three full hours; it does not double the number attending.

Fees for additional items will be added to the balance. These items can be found on the Museum's website. The balance is due at the beginning of the birthday party.

Set-Up

Your reservation allows access to the Party Room fifteen minutes prior to the scheduled party time to decorate and set-up food and drinks. Late arrivals will not be allowed additional set-up time.

Decoration

Confetti, silly string, and tape on the walls are prohibited. Sticky tack can be used to hang banners and other items on the walls. Piñatas inside the building are prohibited. You are welcome to use them outside the Museum. Theme parties are available for an additional \$55 fee in which the museum will furnish and set up tablecloths, place settings (fork, napkin, cup, and plate) for thirty-two people, and any decorations for that theme the Museum has including six balloons.

Food and Beverage

The Museum cannot provide food and drinks. You may bring your own food or have it delivered. Food and drinks must stay in the Party Room. We offer cold storage; however, ice chests are allowed. Alcoholic beverages are not allowed in the Museum. It is very important to keep all food (including candy) and drinks in the Party Room.

A lighter, knife, spatulas, and spoons are available for loan during the birthday party period, but must be returned at the end of the party. Sets of ten for the following items may be available for \$1.00 each: plates, napkins, cups, forks and/or spoons. These items are subject to availability; colors and sizes cannot be guaranteed.

Party Time

The Party Rooms are reserved for one-and-a-half-hour period on Saturdays; all exhibits are available to enjoy during that time. The Museum, including the Party Room, is reserved for a one-and-a-half-hour period on Sundays. An additional \$25 will be charged for late exits. Extended party time is available for both days, but extended parties on Sundays will only have access to the Party Room for the first one-and-a-half-hours; the following thirty minutes must be used for exhibit play only. On Saturdays, guests are welcome to come early to play or stay and play afterwards until we close at 4:30 pm. All party guests must sign in before entering the Museum.

Clean-Up

Parties MUST end at the scheduled time, NO EXCEPTIONS. It is the responsibility of the party parent(s) to be out of the room at the end of the scheduled time. Please remove leftover food and decorations. Museum staff will clean the tables and floors, but we appreciate your assistance in leaving the Party Room as you found it. An additional \$25 will be charged for late exits.

Staff Assistance

A birthday party host will be available for transporting party supplies to and from the party room, set-up, making PA announcements, and clean-up. The party host does not stay in the room with the party, assist in opening presents, or cut the cake. You are in charge of time management of your party, but the host will give a ten-minute warning before the end of your party. It is not the responsibility of the host to supervise the guests or children; children must be accompanied by a parent or adult throughout the Museum for their safety and supervision.

Cancellation/Rescheduling

If, due to weather, illness, or other major episode on or around the date of your reserved party, you feel the need to cancel your party, please inform the Museum as soon as possible. We will do our best to reschedule your party based on availability. The \$25 deposit is valid a year from the scheduled date of the original birthday party.