

## *Having a Birthday Party at the Museum....*

### **Frequently Asked Questions**



#### **When should I reserve my birthday party?**

Available party dates and times are reserved on a first come first served basis. In order to receive your birthday party invitations from the Children's Museum of Phoenix in a timely manner we recommend you book your party a minimum of 2 weeks in advance. A \$50.00 non-refundable deposit is required for all parties at the time of booking.

#### **What is the maximum number of guests that can attend my party?**

##### **What happens if I go over that number?**

On the day of your party a museum staff member will check in guests at the admissions desk as they arrive and admit them based on your submitted guest list. Payment for any additional guests who attend the party and are not named on the guest list is the responsibility of the party host. The Group Reservation Specialist will contact you on the Monday following your party to finalize payments for any additional guests.

- Let the Fun Begin: The maximum number of guests allowed in the party room is 25 people. Your initial party package includes admission to the museum and party room for 15 people. Extra children can be added for \$15.00 each and extra adults can be added for \$9.00 each.
- Top of the World: The maximum number of guests allowed in the party room is 25 people. Your initial party package includes admission to the museum and party room for 15 people. Extra children can be added for \$20.00 each and extra adults can be added for \$9.00 each.
- Front Lawn Fiesta: The maximum number of guests allowed on the front lawn is 60 people. Your initial party package includes admission to the museum and party for 20 people. Additional children may be added for \$22.00 each and additional adults may attend for \$9.00 each.

Additional guests who attend above the maximum number will be charged the general admission price of \$9.00 per guest and will not be allowed to enter the party area. If any of the additional guests above the maximum are current members and check in at the front desk they will be able to utilize their member benefits but will not be allowed to enter the party area.

#### **How early can I arrive for my party?**

Party hosts may arrive 15 minutes prior to the start of your party to see the party area and unload any presents or decorations. The Museum does not accept birthday party deliveries of food, floral arrangements, balloon bouquets or packages of any type.

### **Does the Museum provide decorations for birthday parties?**

No. However, guests are welcome to bring in the following decorations:

- Table clothes
- Center-pieces
- Easel for birthday photo(s)
- Balloons (Note: all balloons must be weighted down)
- The party room is set up with four 36” x 72” tables and 25 chairs.
- The front lawn is set up with six picnic tables and chairs

Please note that all decorations brought into the Museum must be taken back out by the party host. The Museum does not allow glitter, confetti, or any decorations to be attached to permanent fixtures.

### **Can we use candles on our birthday cake or cupcakes?**

The party host can bring and light up to 10 candles, however the Museum does not provide candles or any fire starting devices.

### **Can we bring in additional food for our guests?**

Yes, for “Let the Fun Begin” and “Top of the World” parties only. Party hosts will have refrigerator and freezer space available to store additional food. There is no access to a microwave, stove, or eating utensils. Appliances (i.e. crock pots, coffee makers, etc.) are prohibited.

### **Is there a charge for parking?**

No, the Museum has free on-site parking. Spaces are available on a first-come, first-served basis. Additional parking (parking fees may apply) is located within walking distance to our Museum at the following facilities.

Civic Plaza East Garage - 7th Street & Washington  
 Heritage Square - 5th Street & Monroe  
 Arizona Center - 5th Street & Van Buren

### **Can my guests explore the Museum before or after my party time?**

Absolutely! Anyone named on your party guest list is welcome to enjoy the Museum before or after your scheduled party time. All guests should check in with the front desk and present their invitation to gain entry. The Museum does not allow children to be dropped off for birthday parties unaccompanied. Please note that after your party time concludes all guests must exit the party area to allow staff to prepare for the next party. An additional fee of \$25 will be charged if your party extends beyond the agreed upon time (may not exceed 10 minutes).

### **My Party Pal was sensational can I give them a gratuity?**

Party Pals are able to accept gratuities. Gratuities are permitted, in cash form only, but not required.