



## Birthday Party Basics

Our educational parties are designed for children ages 5 and up. We are happy to do parties for younger children, but please be aware that it is often necessary to shorten the length of the animal presentation to accommodate the attention span of younger guests.

Parties from August–April are offered on Saturdays at 10:00am–12:00pm and 2:00pm–4:00pm, and on Sundays at 2:00pm–4:00pm. During the summer, parties are only offered on Saturdays at 10:00am–12:00pm and 2:00pm–4:00pm.

Spots are limited and get reserved quickly. All birthday party request forms must be submitted at least 4 weeks in advance of the preferred date. We highly suggest submitting a request 2 months in advance.

---

### Order of Events

Birthday parties begin in Laughlin Hall, where your Educator will give a live animal presentation for about 20–30 minutes with your choice of 2–3 of our animal ambassadors. The remainder of the party is free time in the party room, museum, trails, etc. Your party will be given an age appropriate self-guided activity, which can be used as an interactive activity on our trails during free time.

### Decorations

Simple decorations that do not require being attached to the walls or ceilings are permitted, such as tablecloths and table-top decorations. **No confetti, glitter, Piñatas, balloons/arches are allowed.** At the end of the party, you are responsible for removing all decorations. Any damage to walls, tables, chairs, or display items in the room may be assessed a damage fee. For an additional cost, you can add-on decorations which the Educator will set up and takedown. These provided decorations include a “Happy Birthday” banner, woodland creature photo props, woodland creature table toppers, and green table clothes.

### Refreshments

If you bring food/drinks, there is plenty of table space you can use for your items. Please bring your own flatware, plates, napkins, serving utensils, cups, matches, etc. There are no appliances, so we recommend selecting food that does not require heating and to bring a cooler to keep things cold if needed. You will **not** utilize the staff only kitchen attached to Laughlin Hall. No food deliveries to the museum front desk are allowed. Please arrange to meet any deliveries yourself outside in the parking lot. **Alcoholic beverages are prohibited. No chocolate/cheese fountains.**

### Keep It Safe and Fun for Everyone

As the host of your child’s party, you help set the tone for a successful celebration. We’re counting on you to take responsibility for the conduct of your guests. By making your reservation, you acknowledge that you accept responsibility for any injuries, damages, or theft that occur on the premises as a result of your group’s involvement. Please help us maintain a safe, clean, and fun environment for all guests to enjoy!

### Attire

Please encourage your guests to wear closed-toe shoes, appropriate for walking on uneven gravel, dirt, or boardwalk paths, and to dress to be comfortable outside. Bring rain coats, jackets, gloves, etc. for colder weather. Insect repellent and sunscreen may also be desired, especially during Spring and Summer.

### **Weather**

We will not cancel a party due to weather, unless the museum has been closed, in which case, we will reschedule or refund your party if you have paid the remaining balance.

If you choose to cancel the birthday party yourself, without a two weeks' notice, we will do our best to reschedule your party, but no refund will be given if the full balance has already been paid, and a reschedule fee will be charged. Our facility is open rain or shine!

### **Arrival/Departure**

You are allowed access to the party room 45 minutes before the start of your party to set up. If you require additional time, you can purchase an add-on (if available) for an extra charge. You must have the room clear of all of your items, including your decorations, by 15 minutes after the party time has concluded. An Educator will take care of wiping down tables, chairs, sweeping, etc. You and any of your guests included in the party headcount are welcome to stay and enjoy the museum afterwards.

### **Parking**

As you enter the Museum gates, park in the first lot on your right if space is available. If these spots are full, continue past the main Museum building, past the employee parking lot, and park in the overflow lots. There is no fee for parking.

### **Party Room Tour**

If you would like a tour of Laughlin Hall, you must email [education@heardmuseum.org](mailto:education@heardmuseum.org) and request a birthday party room tour. You must have an appointment to tour the room space, so we can ensure a program is not utilizing the space already, and that an Educator can accompany you.

Other Questions? Contact us at [education@heardmuseum.org](mailto:education@heardmuseum.org)

## **Party Facilities**

Birthday parties are held in Laughlin Hall on the first floor of the building. Long white foldable tables are arranged together in a U-shape with adult sized chairs to seat about 30-45 kids (can be rearranged). There are also adult sized chairs lined around the room for additional/adult seating. There will be a table setup in the front of the room for you to store food, gifts, etc. and a table that will be reserved for the Educator to use during the animal presentation. The maximum capacity of Laughlin Hall is 65 individuals, including the birthday child and parents/host. However, you may not exceed the capacity for your chosen birthday party package: Bronze 35, Silver 50, Gold 65. Additional individuals who enter the room after the 65 capacity is reached, will be asked to exit.

\* Decor in photos are not included \*



(Additional photos on next page)



