



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

## Frequently Asked Questions

children's  
museum  
of phoenix



museo de  
los niños  
de phoenix

### When should I reserve my birthday party?

Available party dates and times are reserved on a first-come, first-served basis. Half payment of the party is due at the time of booking. The time slots for birthday parties are 10am-12pm or 1pm-3pm.

### What is the maximum number of guests that can attend my party? What happens if I go over that number?

- o The **maximum** number of guests included in our Let the Fun Begin! Party Package is 20 people which includes both adults and children. There must be at least 1 adult present for every 5 children.
- o **If your party shows up with more than 20 people, you will be charged \$17.00 for each additional guest one year old and over. More than 30 people will NOT be allowed in the party room at one time.**
- o If you have more guests, we recommend you consider our Spectacular! Spectacular! Party Package, an after-hours event for up to 60 people.

On the day of your party all guests should check in at the admissions desk and sign in on the birthday party guest list. *Any guests that sign in for a party and do not pay admission are the responsibility of the party host.*

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

Party hosts may arrive 30 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 floral arrangements, balloon bouquets or packages of any type. The party host must be available to sign for these types of deliveries.

### If my friends or family have Museum memberships, do they count towards my guest total?

Yes. Children 12 months and older, birthday child, yourself and members in your immediate family, as well as friends who are members of the Museum should check-in with their membership AND as party guests at the Front Desk. This is because the party room is a private, exclusive space in the Museum not open to other Museum members and visitors.

### Do my guests get all day access? What time should I invite them to come?

Yes. Your guests get full day access to the Museum. CMOP's normal operating hours are 9am- 4pm. Your guests are welcome to play before or after your private party time. It is up to you as the host to decide what time you'd like to invite your guests to come and play! If your guests are not coming to play before the party, we do recommend they arrive early. The Museum can be busy on the weekends and we want to make sure that all your guests can get to the party on time.

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

We will supply butcher block paper and crayons. The party room is set up with four 36" x 72" tables and 30 chairs. Please inquire about our decoration bundles and themes.

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, piñatas 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 complimentary candles. We have unique celebratory candles for sale upon request.



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

All food and beverages for parties must be from the Museum's café Delish. No outside food or beverages may be brought into the Museum for your party (with exception of birthday cakes for an additional \$25 cake service fee).

### **To Place Your Order:**

If you would like to add food to your birthday party, please email [birthdays@childmusephx.org](mailto:birthdays@childmusephx.org) or call 602-648-2747. All orders must be placed **two weeks prior** to your birthday party date. We will deliver your food directly to your party room. *To ensure that your party runs as smoothly as possible all final food orders must be **pre-paid** and submitted at least 1 week before your party.*

The Museum does not provide refrigerator and freezer space to store food after the party.

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

No, the Museum has free on-site parking. 250 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

The Children's Museum of Phoenix does not validate parking.

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

Absolutely! Anyone who checks in for your party at the admissions desk is welcome to enjoy the Museum before or after the scheduled party time. 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. An additional fee of \$50 will be charged if your party extends beyond the agreed upon time (may not exceed 10 minute).

