

Birthday Parties

Celebrate your child's birthday like never before at the Children's Museum! Create the ultimate party experience in a **FUN** and **UNIQUE** setting. CMFDL earned the Readers' Choice Award for *Best Place to Celebrate a Child's Birthday*; awarded by The Reporter for 7 years in a row.



Party Basics

- 2 hours of Museum fun for up to 12 kids
- Use of Celebration Central for 2 hours
- Museum staff to assist with party
- Culvers token for a free scoop of custard for the birthday child
- A small snack and juice
- 1 Museum free pass for each child guest
- 12 invitations (provided after deposit is made)
- Tableware including cups, plates, napkins, and plastic utensils
- Host and guest families receive \$5 off new membership purchased on the day of the party

Party Add-ons

- Additional Child - \$10 each
- Additional Museum staff - \$30 each
- Additional time in party room - \$50 per hour

Pricing & Deposits

- Peak season (September - May) = \$185
- Off season (June - August) = \$120

A \$25 non-refundable deposit is required at reservation and is applied toward the total balance. Payment plans are provided if the party is paid in full by day of event.

Time & Room Availability

Birthday parties are booked on a first come, first served basis. Please contact the Museum for date and time availability. The party includes use of the Celebration Central party room and play time in the Museum for 2 hours. The host family may arrive up to 30 minutes before the start time of the party to set up. Party hosts will be charged an additional \$50 for each half hour in which the guests have not vacated the party room after the scheduled end time. If anyone wishes to stay and play in the Museum after the party has ended, they must pay admission at the front desk.

Celebration Central will be made available for your event in a neat and tidy condition. Those utilizing the museum agree to leave the facility in a reasonably clean and tidy condition after the birthday party is over. **MORE INFO →**

Hours, prices and activities are subject to change. For more information on Birthday Parties, contact the Museum at info@cmfdl.org or 920-929-0707.



Room Capacity

Celebration Central (the birthday party room) can accommodate 49 people. If your party exceeds this capacity, the STEAM Lab (conjoined classroom) can be rented for an additional fee to hold a total of 98 people.

Museum Use

Children must be accompanied by an adult (1 for every 5 children) at all times in the Museum including in the exhibit space and in Celebration Central. Adults will ensure that party guests have fun while being responsible, respectful, and safe.

Birthday Party Attendant

CMFDL will provide one staff person that will support the adult-to-child ratio (1:5) and will assist with the party. If you wish to have additional staff to assist with your party, they can be made available for \$30/person. Requests for additional birthday attendants should be made at least two weeks prior to the party date.

The birthday attendant will:

- Assist the hosts with keeping the party running smoothly
- Help serve snacks to guests
- Keep a gift list for hosts (if applicable)
- Be welcoming, helpful, friendly, fun and proactive

Carry-In's

All supplies and equipment brought in and used at the party must be removed at the close of the event. Food and beverages may be brought in by the birthday party, but any appliances must be approved prior to the party. Consumption of alcohol is prohibited on CMFDL property during regular business hours.

Restrictions for decorations/items include nothing attached to the walls, woodwork, exhibits; and no confetti, silly string or piñatas. Toys that can be used as weapons or replicas of weapons are prohibited. Birthday party favors will be given out at the end of a party as the children are leaving the museum to ensure nothing is left behind.

CMFDL is not responsible for items left behind.

Smoking

The Children's Museum of Fond du Lac is a no-smoking facility.

Acceptance

Signing and dating this document signifies that you have read, understand and accept this agreement. You will be responsible for payment of all fees indicated (deposit, full party, additional staffing, etc).

Guest Responsible for Party and Payment: _____

Guest Signature: _____

Date: _____

OFFICE USE ONLY

Birthday child's name: _____ Child will be: _____ years old
Contact's name: _____ Phone: _____
Party date: _____ Party time: _____
Add-on(s): _____ # of Adults _____ # of Kids _____

Additional Notes:

Check supplies for all add-ons, let VSC know about any needed supplies or cupcakes ASAP.

Day of Party Checklist

Birthday Buddy _____ Full mop after last party of day _____
Wipe down tables and chairs _____ Wash dishes _____
Full sweep after each party _____ Set up next party treat cups _____
Spot mop after AM party _____ Stack coloring activity near treats _____

Staff member contact: _____ Date booked/deposit received: _____

Date & initial the following

Deposit: _____ Calendar: _____ Versai: _____ Invites: _____ Confirmed: _____