



## PLEASE READ

*This information helps us ensure fun and memorable parties for all our families.*

### TIME

- The Birthday Bash package includes **ONE HOUR** in **Birthday Party Room A**.
- Additional time can be booked with advanced notice and depending on availability.
- Please read and sign your confirmation letter.
- Staying on schedule is important so all parties can enjoy their celebrations.
- Our staff will come in and kindly help you wrap up your party at your scheduled departure time.

### DEPOSIT & PAYMENT

- A \$25 nonrefundable deposit is required to secure the party date and time.
- Full payment is due the day of your party

### GUESTS

- The party Birthday Bash package includes admission for 15 children (ages 1-15 years) and all adult chaperones. Additional children are welcome to attend for the cost of \$9.00 per child (**please note that the capacity of our party room is 30**).
- After Hours Parties include admission for up to 100 guests.
- Please ask your guests to sign in with your party upon arrival.

### CANCELATION & REFUNDS

- If you have to cancel on a very short notice due to unforeseeable circumstances like the birthday child getting sick or unsafe weather conditions, we will work with you to find a solution.
- If the party has to be canceled we kindly ask for two weeks' notice.
- If you need to reschedule and allow us two weeks' notice we will transfer the nonrefundable deposit.
- We **require** a two week cancelation notice to refund payments for parties that paid the balance in advance.  
The \$25 deposit will not be refunded.

**Please ask your guests to sign in when they arrive for your party.**



## FREQUENTLY ASKED QUESTIONS

**Q: How many children can I invite? Can I invite the whole class?**

*A: Our Birthday Bash packet includes admission for up to 15 children, plus the birthday child. We will not charge admission for chaperoning adults. **The Birthday Party Room holds 30 guest total, with seating for 16.** Additional children are welcome to attend your party for an additional charge of \$9.00 per child. If you're concerned about having too many guests, please consider booking an After Hours Party which includes admission for 100 guests.*

***We understand that guest lists and planning a child's birthday can be a bit tricky. Here are a few tips that might be helpful when deciding who to & how to invite friends/classmates.***

- Assemble the guest list with your child; she/he will have a good idea about her/his class' social dynamics. It will be fun for your child to be involved in the planning. This can be a great opportunity to discuss ways to minimize hurt feelings, like avoiding party talk during school hours, and practice polite responses in case word does get out to uninvited peers.
- Drop off or mail the invitations — don't let your child distribute them in class.
- Call parents and let them know it'll be a small group so that they can coach their child on the social etiquette of attending a private party. This will also give you a chance to check in regarding special arrangements and dietary restrictions.
- Decide whether parents and siblings are included in the invitation, and let them know in advance so they can plan accordingly. It's okay to let parents know about our policies regarding the number of guests included in our party packages and to let them know that additional child cost additional money.

**Q: Some of my guests are members, do they count toward my total?**

*A: Yes. The party packet fees are based on the space rental for the room. All children (ages 1 year – 15 years) including the birthday child must be counted.*

**Q: My employer/social services provider has a Business/Non-profit membership. Do I get the member discount for the party?**

*A: No. Business/Non-profit memberships do not include the party discount.*

**Q: Can I get in early to decorate the room or set up food?**

*A: Parties are scheduled 30 minutes apart; **there is very limited time for set up and clean up.** If you anticipate needing more time, please ask about adding time to your party or about having an After Hours Party. **Additional time can be added to your Birthday Bash or After Hours Party for \$100 per hour. After Hours Parties start at \$300 for members and \$350 for non-members - Party includes 2 hours of private play in the museum.***

**Q: Can I decorate the room?**

*Absolutely! Please keep in mind that the parties are scheduled 30 minutes apart.*

**Q: Can I bring balloons?**

*A: Yes! Please leave them in the room. If you want to hand them out to your guests, please do so as they leave the museum.*

**Q: Can we have candles?**

*A: We do not recommend having candles.*

**Q: Can we bring in our own food or order in pizza?**

*A: Absolutely! We don't have facilities to re-heat food so please plan accordingly. Deliveries should be paid in advance and include the booking adults first and last name. Our address is 74 Main Street, Bangor, Maine.*

**Q: Can I add to your gift bags?**

*A: Yes. Just let us know and we'll leave them open.*

**Q: What's in your gift bags?**

*A: Age appropriate small toys and prizes from our gift shop.*

**Q: Can our guests participate in the museum's scheduled daily craft/event?**

*A: Our activities are intended the general public only. You can add a private activity to your party for \$15. Please let your chaperones know in advance that the Maine Discovery Museum activity is not include in the party package.*

**Have fun celebrating your child(ren)!**

Thank you for letting the Maine Discovery Museum be part of your special day.