BIRTHDAY PARTIES
FREQUENTLY ASKED QUESTIONS

- **CHECK-IN** – The host can check in 20 minutes prior to the party at the information booth. A staff and cart will be available to assist you with unloading and take you to your party room. Please have your guest check in at the information booth by providing your name or the birthday child’s name. The name of the room and a map will be provided for them to locate your party.

- **ADULTS** - Admission for 20 adult chaperones (ages 16 and older). One adult chaperone is required for every 5 children. The chaperones are responsible for the direct supervision of the children. **Please keep the capacity to 45 total guests.**

- **CHILDREN**
  - **Simply Wonderful and Anything I Want to Be** parties cover admission for up to 20 children ages 1-15 years old (not including the birthday child). You may have up to 30 children max. Additional children and adults must pay the general admission cost.
  
  - **SECRET Birthday Parties** cover admission for up to 10 Agents ages 1-15 years (not including the birthday child). Additional Agents must pay the general admission cost or the Secret Agent Cost. Additional adults must pay the general admission cost.

  - A head count will be taken during the party. You will be asked to sign an invoice to pay for any additional children at the end of the party.

- **TOUR** - An optional 1-hour tour in the Museum guided by a Discovery Guide to three exhibits with playtime. This tour will start **promptly** at the beginning of your party. The tour will return to the party room for your celebration for the final hour. Guests may enjoy additional playtime during the second hour or after the party if the Museum is still open.

- **ADDITIONAL PLAYTIME** - Guests may enter before or stay after the party for additional playtime. The additional play time must be while the museum is open.

- **GARAGE PARKING** – Free parking for the host and discounted parking for guests. Rates are subject to change. Parking passes will be handed out at the end of the party to attendees. *The garage is located on Binz St. in between La Branch & Austin Street.*

**Refreshment Detail**

- **Can the Children’s Museum cater?**
  
  Children's Museum Houston’s Fresh Café will be happy to cater your party.

- **May I bring my own refreshments?**
  
  You may bring your own special cake, ice cream, and drinks and our in-house Fresh Café can help with your food. Keep it simple – individual ice cream cups and individual juice boxes are easier to clean up. **No outside food is allowed in the Museum. Museum staff cannot be responsible for signing cake deliveries for your party from an outside vendor.**
Private Party Room Detail:

- **PARTY ROOM** - Private party room with tables, chairs, and table covers. The room will be set up 20 minutes before the party starts by a Discovery Guide. *Party rooms are assigned on a first-come basis according to the reservation date and the child’s age. We do not have space to store items until the party room opens. The party room opens 20 minutes before the party starts. There is a cart that can be used but it’s not available until 20 minutes before the party start time.*

*Complimentary Table Cover Colors:* Red, Yellow, Purple, Blue, Bright Pink, Kiwi Green, Orange, Turquoise

- **How many guests can a party room accommodate?**
  Our party rooms accommodate 40 people. The party room includes 20 children's chairs and 20 adult chairs, as well as 5 six-foot-long rectangular tables which are covered with colorful disposable table covers.

- **How is the room arranged?**
  We arrange 3 tables in the center of the room in a “U” shape. The tables are set at a low height with 20 children’s chairs around them. The other 2 tables are set against the wall at regular height. The adult chairs wrap around the room against the wall.

- **Does the party room have an ice maker?**
  - We do not provide an ice maker in the party room nor does Kid’s Café sell ice. Please bring your own ice if needed.
  - The room does have a mini refrigerator and a sink with cabinet space around it.

- **What is not allowed in the Museum?**
  **No outside food** (other than cake, ice cream, drinks, goodie bags, and cooler with ice), Piñatas, Silly Strings, Confetti, Alcoholic Beverages, or Pets. Other items may not be permitted, please ask first.

- **May I bring additional entertainment?**
  Yes, outside entertainment such as a character appearance, face painter, balloon artist, and/or a magician is permitted in the party room. *Additional fees will be applied to the party package and a Certificate of Insurance will be required.* Please provide the birthday party coordinator with entertainment information if you do decide to book someone. Please keep the party room door closed so that the public does not think it is an open event. You can play music off our device or bring your personal Bluetooth speaker. There is no audio/visual equipment in the rooms.

- **May I bring extra decorations?**
  Centerpieces/Table-toppers are permitted. Any type of large decorations or items that may be placed on the floor such as freestanding backdrops must be approved by the birthday party coordinator first. We do **not** allow anything to be taped, tacked, or hung on the party room walls. The party room walls are colorful and painted to coordinate with our exhibit color schemes. Any repairs caused by damage to the room will be charged to you. *Museum staff cannot be responsible for signing balloon/decoration deliveries for your party from an outside vendor.*
What am I responsible for?

- Our staff is not permitted to serve food to your guests, nor clean up after refreshments are served. Trash containers are provided for you to use in the party room.
- Please plan on promptly vacating the party room at the end of your party.
- Please do not tip our staff. However, we welcome your comments about their great efforts to make your child’s day special!

Can Children’s Museum Houston recommend party favors for our guests?

Yes! Our Fiddlestick Toy Shop located in the Museum lobby has a huge selection and great prices. Plus, you get an extra 20% discount on purchases as a Party Host.

What do I need to bring?

- Cake, candles & lighter, Cake Cutter
- Drinks, cooler, and ice
- Goodie Bags
- Tabletop Decorations (please do not tack or tape to walls or hang from ceilings, large décor must be approved by the birthday party coordinator)
- Paper Goods (Plates, Cups, Utensils, Napkins, Etc.)
- Large bags to carry the presents home easily.
- Balloons (already inflated)

Contact the birthday party coordinator if you have additional questions at 346-222-5652 or yjuarez@cmhouston.org