

Thank you for choosing the Children's Museum of Alamance County for your child's big day! What better place to celebrate a child's birthday than in an environment that encourages children to Play, Learn, and Grow!

Things to keep in mind while planning your child's birthday at CMAC:

# **Birthday Party Packages Include**

- Admission for your guests all day to the museum
- Use of the party room for one hour PLUS 30 minute set-up time prior and 15 minute clean-up time after
- Party Host to help with unloading, set-up, and clean-up
- Use of catering kitchen for refreshment storage/prep
- Complimentary birthday invitations

## **Scheduling**

Events of any kind will not be held without pre-scheduling and approval from the Children's Museum of Alamance County. Arrangements must be made through the Visitor Services Coordinator. Scheduling will operate on a first-come, first-served basis and is based on availability. You may book a party room for an additional hour (at the time of reservation) for an additional fee.

#### **Payments**

A 50% non-refundable deposit is required to reserve your party package. Payment in full is due by the day of the party. Cash, checks, and all major credit/debit cards are accepted. Additional fees may apply if you require additional time in the party room or if you exceed your guest limit.

#### **Party Timeline**

You have the party room for a limited period of time (1 hour). Please be sure to follow the timeline for your party to ensure that others can use the room as scheduled. When you arrive for your party, we have you pull into the front circle drive to unload. A party host will assist with unloading, set-up and clean-up. Set up is allowed 30 minutes prior to your assigned party time. Clean-up must happen immediately after the party and the renter must remove all items by the end of the assigned "Clean-up Time".

### **FAQs**

### I am a Museum member. Do I get my discount on Museum parties?

Museum members receive a 10% discount. Please note that this discount is on the party package only and does not apply to any add-ons.

### What if I need to cancel my party?

We understand that emergencies, illness, and other issues can sometimes interfere with party plans. If you need to reschedule your party, rather than cancel it, please work with our Visitor Services Coordinator at 336-228-7997.

# Who is included in the total number of guests?

All guests, both children and adults, are included in the total number of guests EXCEPT for children under the age of 1. This includes the Birthday Child and their family. Birthday members who are museum guests cannot be excluded from your total number of guests. Even though they are members, they should check in at the front desk like all other guests.

#### Am I allowed to have extra guests?

Maximum number of guests are based on fire code restrictions; by law we cannot exceed the number of guests in each party room. Once the limit has been met, guests will be required to pay the regular admission fee and will not be allowed within the party room.

#### Can the party be for two children at the same time?

Yes, however, the total guest count does not increase with an additional child. Additional fees may apply.

#### Can I decorate the room?

Yes! Decorations may be used in the party room only; decorations may not be used in the lobby, hallways, museum exhibits, etc. Please refer to the Birthday Party Rules & Regulations document for decoration guidelines.

#### What are the rooms' amenities?

Please refer to the diagram below to see available tables, counter space, sinks, etc.

