





## BIRTHDAY PARTY GUIDE

Everything you need for a smooth, joyful celebration

### Your Party at-a-glance


We've designed your experience to be easy, fun, and memorable – from the moment you arrive to the last slice of cake.

#### Your celebration includes:

-  Private party room
-  2-hour experience
-  Optional guided museum tour
-  Time to play, explore, and celebrate

#### Party Flow:


- Arrive 20 minutes early for setup
- Enjoy museum play or guided experience
- Celebrate in your private party room
- Optional extra playtime before or after

 *You focus on the fun - we'll help with the rest.*

### Day of Your Party

#### Check-In

- You may arrive **20 minutes before your party**
- Our team will greet you with a cart and assist with unloading
- Guests can check in at the Birthday Party Desk using your name

 **Arrival Tip:** *We recommend bringing all party items with you on arrival. Storage before your party room opens isn't available.*

#### Guests

- Your package includes a set number of children (based on party type)
- Additional guests are always welcome and can be added at standard admission rates
- Final guest count will be confirmed during your event

 *Adults are responsible for supervising children throughout the Museum*

#### Extra Playtime

Make the most of your day!

- **Morning & Midday parties:** stay and play after your celebration
- **Afternoon parties:** arrive early for extra exploration

*All playtimes must take place during Museum hours*

#### Your Party Room

Your private space is ready when you arrive - no setup stress required.



### Includes:

- Tables and seating for up to 40 guests
- Pre-arranged layout for kids and adults
- Mini refrigerator and sink

### What to Bring


To personalize your celebration, we recommend bringing:

#### Essentials

- Cake, candles & lighter
- Drinks + ice (in a cooler)
- Plates, cups, utensils, napkins

#### Nice to Have

- Goodie bags
- Tabletop decorations
- Pre-inflated balloons

 **Delivery Tip:** *If you're arranging balloon or décor deliveries, please schedule them during your arrival window so you can receive them directly.*

#### Food & Drinks

##### Easy Catering Option


Our **Fresh Café** is happy to cater your party.

- Orders must be placed **by Friday the week before your event**
- Your coordinator will provide the ordering link

##### Bringing Your Own

You're welcome to bring:


- Cake
- Ice cream
- Drinks

 *All other food should be ordered through the Fresh Café at the Museum. If your cake is being delivered, please arrange for it to arrive during your check-in window so you can receive it directly.*

#### Decorations & Entertainment


##### Decorations

- Tabletop décor and balloons are welcome
- Our colorful rooms are designed to shine - no wall or ceiling decorations needed

 *To keep everything looking its best, decorations should remain free-standing and not attached to walls or ceilings.*

##### Entertainment

- Outside entertainment is welcome in your party room
- A small fee and vendor insurance will apply
- Please coordinate in advance with your party coordinator

 *Keeping the party room door closed during entertainment helps avoid confusion with public programming.*



### **Parking**


- Complimentary parking for the host
- Discounted parking available for guests in the Museum garage

*Details will be shared during your event*

### **Helpful Guidelines**


To keep the Museum clean, safe, and enjoyable for all families:

- Confetti, piñatas, and silly string aren't permitted
- Alcohol and pets are not allowed

 *If you're unsure about something, just ask - we're happy to help!*

### **Your Role During the Party**

- Serve food and refreshments
- Gather belongings at the end of your celebration
- Use trash containers provided for cleanup

 *Our team will support logistics, so your day runs smoothly. And to ensure a smooth transition for the next celebration, we'll help you wrap up and exit the room at the end of your reserved time.*

### **A Note About Our Team**

Our staff is here because they love creating magical experiences for families. Your kind words and feedback mean everything - and help us celebrate them, too.

### **Need Anything?**

Your **Birthday Party Coordinator** is your go-to for questions before your event. Need to schedule a walkthrough to better plan the celebration? Please email and schedule with the birthday party coordinator: [birthdays@cmhouston.org](mailto:birthdays@cmhouston.org).

 **We can't wait to celebrate with you!**

