



Explore. Discover. Imagine.

BIRTHDAY PARTY FAQ

Frequently Asked Questions

How do I book a birthday party?

- Birthday parties can be booked up to 12 months in advance through our online booking system.
- Online booking closes 2 weeks before the party date. If you would like to book a party within that 2-week window, please call us at 715-907-7801 or visit the museum to make your reservation.
- Your base package payment is collected at the time of booking. Any additional charges, such as additional guests, a Gallery upgrade, additional party-room time, or other enhancements, are due on the day of the party.

What is included in the birthday party package?

- Your base birthday party package includes:
- **10 children**
- **2 adults**
- **A reserved birthday party room**
- **Admission to the Children's Imaginarium for your party guests**
- **2 hours of party-room time**
- **30 minutes of set-up time before your scheduled party**
- The birthday child and family members count toward the included 10 children/2 adults.

How much does a birthday party cost?

- **Members: \$175**
- **Non-members: \$225**
- **Additional guests are \$5 per person.**
- Additional options include: Gallery upgrade: \$175; Additional party-room time: \$100 per hour.
- Additional charges are due on the day of the party.
- Note: The September Birthday Party Splash is a temporary promotion and is not reflected in our regular pricing above.

How many people can attend?

The base package includes 10 children and 2 adults. Additional guests may be added for \$5 per person, up to the capacity of the space. The Imagine and Discover party rooms accommodate up to 24 total guests. If your party will exceed the capacity of the standard party rooms, the Gallery may be available as an upgrade for \$175. If you're unsure which option is right for your group, please contact us before booking.

What times are birthday parties offered?

- **Morning: 10:00 a.m.–12:00 p.m.**
- **Afternoon: 1:00–3:00 p.m.**
- The birthday family may arrive 30 minutes before the scheduled party time for set-up.



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- The party room must be fully cleared by the end of the rental period.

What party rooms are available?

- Our standard birthday party rooms are Imagine and Discover.
- If your party requires more space, the Gallery may be available for an additional \$175.
- Room availability is based on the date and time of your party.

Can we bring food?

- Yes! Families are welcome to bring food and beverages for their birthday party.
- NO RED BEVERAGES. Please keep all food and beverages in the designated party area.
- The Children's Imaginarium does not prepare, serve, or control food brought into birthday parties and cannot guarantee that food is free from allergens or other ingredients that may cause an allergic reaction or illness.
- Families are responsible for knowing their guests' dietary restrictions and allergies and for making appropriate food choices for their guests.

Can we decorate the party room?

- Yes! Decorations are welcome.
- Please attach decorations only with painter's tape. Please do not use staples, nails, thumbtacks, or other adhesives that may damage the walls or surfaces.

Can we bring presents?

- Absolutely! Presents may be brought into the party room.

Can our guests stay and play after the party?

- Yes. Once the party-room rental ends, your guests are welcome to continue exploring the Children's Imaginarium during regular museum hours.
- The party room itself must be cleared by the end of the scheduled rental period.

What information do you need from me after I book?

- After your party is booked, we'll send you a Birthday Party Confirmation email with important information and forms.
- You will receive: Birthday Party Attendee List; Birthday Party Room Agreement; 5 Rules for Safe Play; and other helpful birthday-party information.
- Your Attendee List is due one week before your party.
- For the Birthday Party Room Agreement: Online bookings — agreement is due at least 2 weeks before the party. Phone or in-person bookings — agreement is due at least 48 hours before the party.
- We'll use these documents to help make guest check-in smooth and easy on the day of your party.

What happens when our guests arrive?

- Our staff will help with guest check-in and review the 5 Rules for Safe Play with guests.
- We'll use your attendee list to help make check-in quick and easy.



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- At the end of the party, we'll use the actual attendance to determine whether any additional guest charges or other day-of charges are due.

What if I need to change my party date?

- If you need to reschedule your birthday party, please email us as soon as possible.
- Rescheduling is subject to available dates and times.

? Have more questions?

We're happy to help!

715-907-7801

We look forward to celebrating with you!

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BIRTHDAY PARTY COMMUNICATION

Once your party is booked, please use email for all birthday-party questions, changes, paperwork, and follow-up. This helps us keep a clear written record of your party.

 **NO RED BEVERAGES**