

# Magic Planet Party Basics

**Magic Planet Parties** include general admission for up to 20 people. The headcount includes everyone attending the party, i.e. the birthday child, parents, siblings, and invited guests. Children aged 2 years and younger are free and not included in the party headcount. Parties are offered on Saturdays and Sundays.

**Party Facilities** Magic Planet parties are held in the Magic Planet room located in the Exhibit Hall of the main building. Three six-foot rectangular tables are arranged in a U-shape to seat up to 20 guests.

**Order of Events** Party guests will gather in the stone circle in front of the main building. The party will begin when your Party Facilitator leads the group into the Magic Planet room where you will have the opportunity to interact with our new 4-ft diameter Magic Planet globe. Next, you and your guests will either meet an Animal Ambassador or take a guided hike on one of our trails. After these activities, the remaining time (typically about 45 minutes) is available for whatever you would like to do, such as serving refreshments or opening gifts.

**Decorations** Only tablecloths and table-top decorations are permitted. **No balloons, confetti, glitter, or wall decorations are allowed.** Any damage to walls, tables, chairs, or other items may be assessed a damage fee.

**Refreshments** Bottled water, cake/cupcakes, and one other food item are allowed (for example, fruit tray, pre-packaged snacks, etc.). **This room does not have countertop space or appliances.** Please bring your own flatware, plates, napkins, serving utensils, cups, matches, etc. You are welcome to bring a cooler to keep cold your bottled water.

**How Long Do I Have Access to the Room?** You may arrive up to 15 minutes prior to the start of your party, and you must depart by 15 minutes after the end of the party. Your Party Facilitator will take care of wiping down tables, sweeping the floor, and pulling the trash. You and any guests included in the party headcount are welcome to stay and enjoy the museum afterwards.

**Keep It Safe and Fun for All Museum Guests** As the host of your child's party, you set the tone for a successful celebration, and we're counting on you to take responsibility for the conduct of your guests. Behavioral expectations for a museum are different from behavioral expectations for a park or gym. By making your reservation, you acknowledge that you accept responsibility for any injuries, damages, or thefts that occur on the premises as a result of your group's involvement.

**What If I Have More than 20 Guests or Would Like a Longer Party?** Our Magic Planet room can only accommodate 20 guests for 90 minutes. If you plan to have more than 20 guests or need more than 90 minutes, you must choose a birthday party option in either the Ladybug classroom or Laughlin Hall.

**Where Should We & Our Guests Park?** As you enter the Museum gates, please park in the first lot on your right. If this lot is full, continue past the museum building to the first available parking space in one of the spillover parking lots. There is no fee for parking.

**What Is the Difference Between Education Birthday Parties & a Heard Venue Rental?** Education parties are a package party booked through the education department with a focus on educational activities (Magic Planet presentation, Animal Ambassador, or guided hike). If you would like to book a party that does not fit within the guidelines of an education party, then please consider booking your party as a Heard Venue Rental. Rentals are not scheduled through the education department and do not include educational activities or museum admission. It might be possible to schedule education activities for an additional fee if education staff is available. Prices start at \$100 per activity. See [www.heardmuseum.org/venue rental](http://www.heardmuseum.org/venue rental) for additional information.