

# Magic Planet Party Basics

**Magic Planet Parties** are designed for ages 5 and up and the package price is based on number of guests in attendance. The number of guests 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. Two sets of risers can provide seating for another 15 guests.

**Order of Events** The party will begin with your choice of a guided hike or an animal presentation, followed by guided time with the Magic Planet, our 4-ft interactive digital projection globe. After these activities, the remaining time (typically about 30-45 minutes) is available for whatever you would like to do, such as serving refreshments or opening gifts.

**Decorations** Tablecloths, table-top decorations, and birthday banners that can be hung from our already-installed wall hooks are permitted. **No confetti, glitter, or wall decorations are allowed.** Any damage to walls, tables, chairs, or other items may be assessed a damage fee.

**\*\*If you wish, photographs of your child and/or a Birthday Message can be installed on the Magic Planet. Although there is no extra charge for this service, we do need to receive the photographs by e-mail and in JPEG form a few days before the party. \*\***

**Refreshments** You may bring bottled water, cake/cupcakes, and food items such as veggie/fruit trays and pre-packaged snacks to place on the four-foot serving table. **This room does not have countertop space, sink, 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 a home. 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 35 Guests or Would Like a Longer Party?** Our Magic Planet room can only accommodate a maximum of 35 guests for 90 minutes. If you plan to have more than 35 guests or need more than 90 minutes, you must choose a birthday party option in either the Ladybug classroom or Laughlin Hall.

**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, 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.