

# ***BIRTHDAY PARTY FAQ***

*Thank you for choosing to celebrate your child's birthday party at Carnegie Science Center! Please review the FAQ below to ensure your party is a blast from start to finish.*

## **What is included in a Science Center birthday party?**

- Use of the birthday party room for two hours. You may arrive half an hour prior to set up.
- 25 birthday party wristbands (adults and children) to access the party room and all-day general admission to Carnegie Science Center and Highmark SportsWorks®. Additional guests are \$10 per person for general admission.
- Astronaut ice cream for each child attending the party.
- Printable invitations.

## **How do I reserve my party?**

The full payment and your party contract is due immediately to secure the date of your party. Your party is not reserved until both are received.

## **May we bring our own cake?**

Yes, feel free to bring your own cake to customize your celebration. All other food must be ordered through Culinaire, our onsite caterer.

Please bring your own plates, napkins, forks, cutting/serving utensils, along with candles and a lighter. No trick candles, please.

No outside food or beverages, except for birthday cake, is permitted within our facilities. If you order food and beverages from our in-house catering partner, Culinaire, a catering staff member will be on-site to assist you.

## **What about decorations?**

You are welcome to bring your own party decorations. You are permitted access to the party room half an hour prior to your scheduled party time to decorate.

The gift and cake/food tables are covered. All seated tables in the room are uncovered and do not need linen. Feel free to bring in your own table coverings to coincide with your theme.

Please refrain from taping decorations to the walls, and be sure to weigh down any balloons. Piñatas and confetti are not permitted.

## **What if we have vendors dropping off the cake or decorations?**

Please let our team know if you are expecting a vendor on the day of your party. They will help guide them to the party room. Vendors should plan to arrive no earlier than half an hour before your party. Our parking lot has a 45-minute grace period for loading and unloading, so if the vendor is just dropping off items, they can use our main lot to unload.

## **What do we need to know about the day-of?**

A Special Events Associate, who will be on-site the day of the party, will distribute special event wristbands to you and your guests. Think of these wristbands as your ticket to exploring the Science Center. These wristbands are color-coded, must be worn at all times, and are only valid the day of your party. Guests are not allowed to use membership wristbands for a private birthday party.

We encourage guests to explore the Science Center and Highmark SportsWorks® during the party. Theater shows, which are included in your wristband, are an excellent option if you are looking to have a memorable yet organized activity with your guests during the 2-hour party. Please ask your Special Events Associate for a daily schedule. The Rangos Giant Cinema films and Buhl Planetarium laser shows are additional charges.

The Special Events Associate is not authorized to chaperone children during your party. Children attending the party are your responsibility to oversee. We recommend one adult chaperone per five children in attendance.

## **Can we arrive before our party or stay afterwards?**

If you wish to arrive earlier or stay later than your scheduled party time to explore exhibit areas, you may do so. Please let our team know you would like to have your wristbands at will-call for your guests who arrive early. Please be aware that your party room time is not flexible and is for your allotted two hours only.

All items, including presents and decorations, must be removed promptly at the end of your party. The Special Events Associate is not responsible for securing packages or presents.

## **What about parking?**

Science Center parking is \$5 per car. Your guests can pay on their own or you can host parking for them.

## **What if I still have questions?**

For more information, contact Jade Corbett at 412.237.3431 or send your questions via email to [CorbettS@CarnegieScienceCenter.org](mailto:CorbettS@CarnegieScienceCenter.org).