

Kidspace Party Planning Checklist

Kidspace is pleased to provide this checklist to help you plan your party. Please read the checklist thoroughly, initial each of the items, and **return an initialed copy** to Kidspace via fax (626) 449-9985 Attn: birthdays, via mail to 480 No. Arroyo Blvd. Pasadena, CA 91103, or via email to jsando@kidspacemuseum.org. For further questions, please contact jsando@kidspacemuseum.org or call (626) 449-9144, ext. 5216 Monday-Friday between 8am-4pm. On weekends you may contact our Floor Supervisors at x 5220 or via email at jwhittet@kidspacemuseum.org (Jes Whittet, Sundays) or x 5232 or via email at vdominguez@kidspacemuseum.org (Vince Dominguez, Saturdays).

Party Name: _____

Party Date & Time: _____

One Month Before the Party

Invitations

Initials: _____

Once your party has been scheduled, Kidspace will email your confirmation. You have the option of using Kidspace Party invitations, your own party invitations, or go paperless with your own e-vite. Please contact the birthday coordinator to request your party invitations. Your party package includes 30 invitations. Extra invitations are \$1 each. Kidspace Thank You cards will be provided to you on the day of the party.

Two Weeks Before the Party

Plan Menu

Initials: _____

Submit your party menu order on-line at www.kidspacemuseum.org/birthdays-rentals/birthday-catering-menu **at least ten days before the party date. Late orders will not be accepted.** Any changes to your menu must be confirmed no later than 3 business days prior to your party date. You are welcome to bring your own food but Kidspace does not provide refrigeration storage. Alcohol is not allowed. Drinks you bring in must be in plastic containers, please no glass. Should you choose to bring your own food you are responsible for setting it up and cleaning it up within the allotted party time as well as using your own to-go containers when clearing the food. Kidspace Educators do not handle food except during cake time. **Should you decide to order catering, your food will be set up at the beginning of the party time and ready within 10 minutes of your party start time unless otherwise specified in advance.** Please contact Kidspace Events Manager, Julianne Sando, for any catering questions.

Entertainment & Décor

Initials: _____

Kidspace birthday packages include 2 Kidspace Educators to plan and lead party games. Please trust your Birthday Educators to plan the activities, as they are professionals and understand what to do for various age groups and interests. Confirm any requested party add-ons such as balloon-artist, face painter, additional party time, or additional party space no later than **two weeks in advance**. Please note that additional entertainment requires payment in advance for booking. Keep décor to a minimum as there is limited time prior to the party start time for decorating. Should you need extended party time for décor please confirm **two weeks in advance**.

- Piñatas are not allowed at Kidspace Birthday Parties
- Trick Candles, Firecracker candles, and any birthday candles which are not the standard birthday candles are not allowed at Kidspace Birthday Parties

Provide Final Guest Count

Initials: _____

Submit a final guest count via email or by phone to Julianne Sando **at least ten days prior to your party date**. The maximum capacity for the Celebration Center Birthday is **60** people total, **30** children max. Please consider the capacity limits in your planning process as additional guests beyond the capacity limits will NOT be permitted into the party area. The Exhibit Pavilion Birthday with **80** people max, Stone Hollow Birthday with **100** people max, Physics Forest Party with **100** people max, and Arroyo Adventure Birthday with **100** people max are recommended for larger parties. Everyone over the age of 12 months, regardless if they are a Kidspace member or not, is included in the guest count, including birthday child and family.

One Week Before Your Party

Initials: _____

Everything for your party should be confirmed at this point. If you need to make any last minute changes to your party please call the party coordinator immediately. Communicating via email the week prior to your party will delay the planning process and could potentially lead to important details getting missed.

Party Day

Arrival

Initials: _____

You should check in with the Greeter when you are ready to enter the party area. They will call your party specialist to meet you at the entrance. You and your guests are welcome to arrive at Kidspace to explore the exhibits and programs at any time on the day of the party. Please ask your guests to check in at the Ticket Booth or Store with the name of the birthday child for free admission. If guests arrive at the party time they may go directly to the party area and check in with the party specialists.

Unloading & Parking: You are welcome to unload items for your party in front of Kidspace, and then park your car in **Lot I**. Based on the terms of Kidspace's lease with the City of Pasadena; there is no parking anywhere in Brookside Park. Please park in **Lot I**. The security gate located between Lot I and Brookside Park may be accessed with a code which changes periodically for security reasons. You will be emailed final confirmations a few days before your party which will include the gate code.

Access to the Party Area: As the party host, you will have access to the party area up to **30 minutes before your party start time**. Check in at the Store or Ticket Booth when you are ready to enter the party area so your party specialist may come out and greet you. Note that Kidspace staff members will still be cleaning the area at that time and party specialists will be preparing for your party activities. All party guests will have access to the party area at the scheduled party time, no sooner.

Party Time: You will greet your guests as they arrive and the two Kidspace Party Specialists will have activities for the children to engage in until the party games begin. Party games will begin once most guests have arrived or 15 minutes after your party time. **Please note that you have the party area booked for 2.5 hours including set up and clean up, unless otherwise specified two weeks in advance.** We appreciate your assistance in clearing the party area of guests by the end of your party time.

Parties After 5:00pm: For the safety of all guests and staff, the front gate of the museum will be shut by **6pm**. If you are anticipating late arrivals please ensure they have your cell phone number so they can call you upon arrival after 6pm and they can be let into the museum by one of the Educators onsite.

Payment

Initials: _____

The total balance due will be calculated on the day of the party based on the number of guests, adding the cost of the party menu order, and deducting your \$100 deposit. Kidspace accepts cash and credit cards as payment for birthday parties before 5pm. For parties after 5pm, only credit cards will be accepted for payment. **Checks will not be accepted.** The Celebration Center minimum payment includes 30 guests, maximum 20 children. Stone Hollow, Exhibit Pavilion, Physics Forest, and Arroyo Adventure Birthday minimum payments includes 40 guests, maximum 25 children. Extra adults are \$14 each and extra children are \$19 each.

Cancellation Policy

Initials: _____

The deposit is non-refundable. However, it will be held for up to one year and can be used as credit towards rescheduling your event if you need to cancel your party. The deposit cannot be used towards any other Kidspace purchase. If you must cancel your party or menu order for any reason please contact Julianne Sando at x 5216 **no later than 10 days prior to your party date**. If you do not show up on the day of the party without canceling in advance you will be charged in full with the credit card on file.

Smoking

Initials: _____

I will inform my guests that Kidspace Children's Museum is a **tobacco-free environment**. Cigars, pipes, cigarettes, electronic cigarettes, vapor cigarettes, chewing tobacco, or any tobacco related product is strictly prohibited on or around Museum property and in Brookside Park. Thank you for keeping our children and Kidspace critters healthy.

Emergencies

Initials: _____

The Events Manager is available Monday-Friday from 8am-4pm. If you have an emergency the weekend of your party, please call **Vince Dominguez, Floor Supervisor on Saturdays at x 5232** or **Jes Whittet, Floor Supervisor on Sundays at x 5220** or the Busy Bee Learning Store at **(626) 449-9144 x 5223** between 10am-5pm.

Rain: *Stone Hollow Birthdays* will be moved into the **Greenhouse** if it rains on the day of the party. *Physics Forest Birthdays & Arroyo Adventure Birthdays* will be moved into the **Roberts Pavilion** or the **Celebration Center** if available and it rains on the day of your party. You also have the option to reschedule 24 hours in advance if you think it will rain on the day of your party.