



## Miami Science Museum Birthday Bash Guidelines/Terms

The MiaSci birthday crew is very excited to host your child's birthday bash! We have a few key items before we get started to ensure a successful, happy day!

### GUIDELINES:

#### Food

The museum does not provide food for birthday parties. We are happy to provide suggestions of caterers or local establishments if desired. The Museum does have several vending machines available for any last minute drink or snack purchases needed.

#### Decorations

Decorations will only be supplied by museum if a museum theme is purchased. Glitter or confetti of any kind may be not used for decorations or piñatas. Piñata's need to be ribbon pull only and filled with candy and/or toys only. No stick hitting is allowed. A \$50.00 fee will be added for any additional clean up caused by confetti or glitter.

#### Room Set Up

The Museum will supply tables and chairs based on estimated amount of guests.

#### Membership

Museum members receive a \$50 discount on the total party price. If you are a Museum member please make sure to include your member number on the invoice worksheet. If you are interested in becoming a member, please call the membership department at 305-646-4224 or visit our website for more information.

#### Final Guest Count

***Your final guest count is due along with your final payment the MONDAY prior to the party*** (see payment information below). The final count must include ALL children and adults attending the party. Any additional guests who attend in excess of the final count provided will be charged the Monday following your party.

#### Payment

A 50% deposit is required at the time the party reservation is made to secure party space. The balance along with your final guest count is due the Monday before the party. Payment can be made by credit card or cash.



### **Cancellation**

Cancellations received more than seven days prior to the reserved date will receive a refund of any payments received minus a \$50 administrative fee. Cancellations received less than seven days prior to the reserved date will receive a refund of any payments minus a \$200 administrative fee.

### **Time**

Parties start promptly at the scheduled time and run for 3 hours. Guests are welcome to explore the Museum within operating hours as part of their bash experience!

### **MiaSci Property**

All decorations, props, and signage are property of the Miami Science Museum and are not to be removed from the Bash room. Should any of these items be removed or damaged, a fee will be charged in accordance with the following fee schedule for items:

- Dino Centerpieces: \$10.00
- Shuttle Centerpieces: \$3.00
- Rubber Snakes: \$5.00
- Inflatables (any theme): \$3.00
- Vines: \$1.00
- Inflatable Palm Trees: \$10.00
- Mad Scientist Bats: \$4.00
- 4 foot inflatable dinosaur: \$15.00
- Beach Balls (Sea Theme): \$2.50
- Mad Scientist Beakers: \$3.00

*Updated January 11, 2012*



## Birthday Bash Check List

We want your child's Birthday Bash to be one they'll remember for years to come. With that in mind we've prepared a simple check list to ensure that you will have everything you need for your party.

### Party Planning

- Reserve date and time for party:
- Theme/Balloons:
- Color Scheme:
- Add-Ons:
- 50% Deposit
- Remaining balance Monday before the party

### Key Items to Remember

- Food
- Refreshments, Ice, and Cooler
- Utensils, Cups, Napkins, Plates
- Cake, Candles, Cake Cutter, Lighter
- Goody Bags
- Piñata (*Pull string only; no glitter or confetti allowed*)
- Camera and/or Video Camera

Thank you for choosing Miami Science Museum as the venue for your child's Birthday Bash!

Please feel free to contact us with questions, comments, or concerns at 305-646-4248.

Sincerely,

The Birthday Bash Crew!

