

BIRTHDAY PARTIES AT THE PEROT MUSEUM OF NATURE AND SCIENCE

LET'S GET YOUR PARTY STARTED!

Thank you for choosing the Perot Museum of Nature and Science for your special day. We look forward to celebrating with you!

[THE BASICS]


Party rooms are available on **SATURDAYS** and **SUNDAYS** with **multiple time slots** to choose from:

SATURDAYS:  10-11:30AM  12:30-2PM  3-4:30PM

SUNDAYS:  11AM-1PM  2:30-4:30PM


On Saturdays, room rentals last an hour and half. On Sundays, room rentals last two hours. Additional time can be reserved in advance of your party date. Late arrivals may not extend their party time, as we will have already scheduled a birthday party in the following time slot. To have the best birthday experience, please plan to arrive at least 10 minutes before your party start time.


YOUR PARTY PACKAGE INCLUDES:

 General admission for up to **30 GUESTS**

 Designated **BIRTHDAY PARTY HOST**

 **PRIVATE PARTY ROOM**
for 1.5 hours Saturday or 2 hours Sunday

 **TWO** theme-specific activities

 Museum general admission for 15 adults and 15 kids is \$560. Our parties offer Museum general admission for 30 guests, a room rental, a personal host, and two activities for a fraction of that price!

Your personal party details can be found on your invoice. Look for it in your welcome email as an attachment.

For cancellation policy information, please see your invoice.

GUEST POLICIES

Your party package includes 30 wristbands, which denote special guest status and allow you and your guests to visit our 11 permanent exhibit halls. Once your guests arrive, they will check in with our podium host on the Lower Level and start exploring!

Up to 40 guests are allowed in each party room for an additional \$12 per guest after 30 guests.

SPECIAL NEEDS

Special needs for any person should be coordinated through the Family Adventures department as soon as possible. Please contact us at 214.756.5763.

ADDITIONAL QUESTIONS

If you have any further questions, please direct them to familyadventures@perotmuseum.org or call 214.756.5763.

[PRE-PARTY PLANNING TIPS]

FINALIZING YOUR RESERVATION

To confirm your Perot Museum birthday party, we will need payment in full and a copy of your signed invoice at least two (2) weeks before your party date. The reservation deposit paid to the Museum is non-refundable.

ADD-ONS CAN ADD SOMETHING SPECIAL



INVITATIONS

Visit perotmuseum.org to check out our downloadable invitations. We have several options to match your party theme. Print and mail or send them electronically for an easy RSVP.



CATERING

Café catering will take your order and bring delicious food straight to your party room, utensils included.

perotmuseum.birthday@wolfgangpuck.com
214.756.5748

PARTY ROOM SET-UP

Birthday party rooms measure approximately 15 feet x 15 feet and come with ample counter space eight (8) tables (60 Inches x 30 Inches) and 30 chairs. Maximum capacity for each room is 40 people as per Dallas County Fire regulations. For larger party experiences, please call or email our Family Adventures team.

Party decorations cannot be attached to white walls or cabinets. Banners are welcome on the large window, but not on a painted surface.

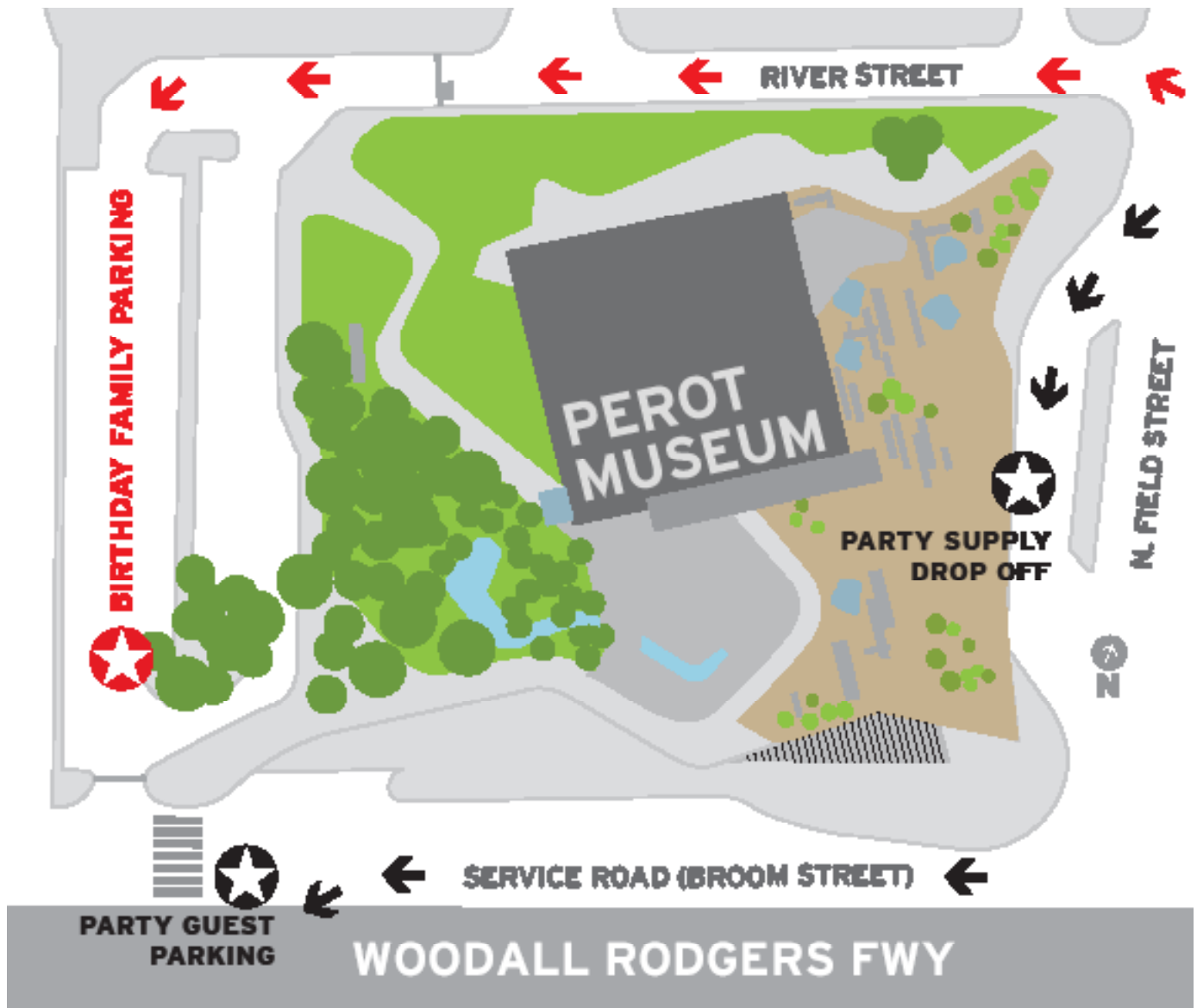
DON'T FORGET THESE FUN ADDITIONS

- ✓ Tabletop decorations
- ✓ Tablecloths
- ✓ Paper goods and utensils
- ✓ Mouth-blown balloons (no helium please!)
- ✓ Party hats
- ✓ Cake or cupcakes
- ✓ Homemade or store-bought food and drink
- ✓ 1-2 banners to hang on the large window
- ✓ Wheeled cooler, dolly, or wagon for supplies

LEAVE THESE PARTY CRASHERS AT HOME

- ✗ Helium balloons
- ✗ Alcoholic beverages
- ✗ Confetti
- ✗ Silly string
- ✗ Thumbtacks
- ✗ Non-removable adhesives
- ✗ Any deliveries (including cake and pizza)
- ✗ Food in logoed containers
- ✗ Animals (service animals welcome)

[PARKING]



FAMILY PARKING

Party families are invited to park one (1) car in our special permit lot for the duration of their Perot Museum visit. **First, make sure to unload your car from the bus ramp located off of Field Street. Once you have unloaded your belongings, you may park your car in the special permit lot.** Proceed to the security gate on River Street, and press the button to let security know you are here for your Perot Museum birthday party.

GUEST PARKING

Your party guests may use the main Museum parking lot located under Woodall Rogers off of Broom Street. Perot Museum members can receive a 50% discount by paying inside at the Box Office. Further parking directions and information can be found at perotmuseum.org.

[IT'S PARTY TIME!]

ARRIVAL

Party families are allowed to start setting up their rooms 30 minutes before their party start time. For your convenience, we recommend using our special party family drop-off area. Our podium host will be waiting just inside those doors to check you in and lead you to your room.

Once you're there, you'll get to meet your birthday party host. Your host is there for you from set-up to clean-up and wants you to have an awesome time. Take a moment to talk with your host to let them in on any plans you have for your party.

GUEST ARRIVAL

Party guests can enter through the Perot Museum's main entrance, then proceed to the Lower Level where our podium host will be waiting to check them in. Party guests whose parents aren't staying for the fun must be accompanied by their parent or chaperone until they are in the custody of an adult of the party family.

PARTY TIMELINE

Your party's schedule can be flexible or structured, depending on your needs. Generally, our parties are broken into two segments, detailed below. You are welcome to choose which of these comes first, or create your own party plan! Make sure to communicate your ideas to your party host upon arrival to ensure that we can include everything in your party experience. Remember to include set-up and clean-up time in your party schedule.



CELEBRATION TIME

Strap on your party hat, and sing at the top of your lungs! We recommend serving cake or food during this portion. Larger parties tend to spend more time celebrating.



ACTIVITY TIME

Time to break out the science! Our themes each come with designated experiments and activities that will be handled by your birthday party host. This time can vary depending on how quickly little scientists conduct experiments. Activities usually take about 30 minutes to complete.

[POST-PARTY INFO]

FINAL CHARGES

During your party, we'll take a headcount and have you approve the final numbers by signing off on an extra-guest slip. If you had any extra guests beyond your party allotment, we will charge your credit card within the next five (5) business days.

SURVEY

Within five (5) business days of your party date, you will receive an email containing a survey link. Your feedback helps us make our party experiences better.

[FREQUENTLY ASKED QUESTIONS]

CAN I SEE THE ROOM IN PERSON BEFORE MY PARTY DATE?

Because our party rooms are reserved seven days a week for private events and educational programs, we are unable to let guests see the rooms before their party dates. If you would like to see what your room looks like, contact familyadventures@perotmuseum.org or call 214.756.5763, and we'll send you pictures to give you an idea!

HOW MANY PEOPLE WILL HELP ME WITH MY PARTY?

You are guaranteed a Perot Museum birthday party host who will be your liaison between the Museum and your party. Occasionally, Perot Museum volunteers help us throw parties. We will always do our best to make sure you have enough hands to put on the party of your dreams.

WHAT TIME SHOULD I ARRIVE FOR MY PARTY?

We recommend arriving 30 minutes before your scheduled party time. This will allow you time to unload supplies from our convenient drop-off area and set up your party room. Refer to the parking map, included in your packet, for directions on where you can easily drop off your party supplies. Party families will not be allowed into the party room any earlier than 30 minutes before their party time. Please be aware that late arrivals may miss out on the full party experience. To make the most of your party, we recommend your guests arrive at least 10 minutes before your party start time.

CAN I SEE A FILM OR VISIT THE TEMPORARY EXHIBITION?

Your party package includes general admission, which does not cover films or the temporary exhibition. If you are interested, you are welcome to purchase these tickets in advance at a discounted rate. Same-day ticket purchases can be made at the Box Office at full price. Contact familyadventures@perotmuseum.org or call 214.756.5763.

CAN I PAY FOR MY GUESTS' PARKING?

You can certainly pay for guests' parking! On the day of your party, once you know how many vouchers you need, proceed to the Lobby, located on Level 1 of the Museum, and talk to our concierge team. Guest parking will be \$10 per vehicle, regardless of membership status.

[FREQUENTLY ASKED QUESTIONS, *cont.*]

DO YOU HAVE A FREEZER AVAILABLE TO HOLD MY ICE CREAM?

We do not have a suitable space for cold food items, but you are welcome to bring your own cooler with ice to store your tasty treats!

WILL YOU PROVIDE ROLLING CARTS?

You are welcome to bring your own rolling cart, dolly, or wheeled cooler. We have a limited number of carts available for use.

WHERE DO GUESTS GO WHEN THEY ARRIVE?

Party guests can enter through the Perot Museum's main entrance, then head down to the Lower Level and check in with our podium host.

DO MY GUESTS NEED TO PRESENT PROOF THEY'RE WITH MY PARTY?

For your guests' convenience, all we require is that they tell us the birthday child's name or the name of the parent who made the reservation.

WHEN CAN MY GUESTS AND I EXPLORE THE MUSEUM?

Your wristband allows you all-day general admission during regular business hours on the day of your party. Guests who wish to come and explore before your party may come to the Lower Level podium and check in as soon as they arrive. For up-to-date hours, visit perotmuseum.org.

SHOULD I TIP MY HOST?

We hope you have a wonderful time at your Perot Museum birthday party, but our hosts cannot accept tips. You are welcome to let us know how your party went by filling out our event survey! Feel free to recognize outstanding service, and we are happy to pass it along.

ADDITIONAL QUESTIONS?

If you have any further questions, please email familyadventures@perotmuseum.org or call 214.756.5763.