

# BIRTHDAY PARTY FAQ

*Thank you for choosing to celebrating with us!*

Please review the Science Center's Birthday Party FAQs below to ensure your party is a blast from start to finish.



## THINGS TO KNOW FOR THE DAY-OF

### Exploring the Museum:

- An on-site Special Events Associate will distribute wristbands to you and your guests upon entry. Think of these wristbands as your ticket to exploring the Science Center.
- 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. All guests attending the party must have a wristband.
- 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 two-hour party. Ask your Special Events Associate for a daily schedule.
- The Rangos Giant Cinema films and Buhl Planetarium laser shows are additional charges. Please ask your associate for costs and showtimes.

### Arrival and Departure:

- If you wish to arrive earlier or stay later than your scheduled party time to explore exhibit areas, you may do so. Let our team know you would like to have your wristbands at the admissions counter 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 must be removed promptly at the end of your party.

### Parking:

- Science Center parking is \$3 for Carnegie Museums of Pittsburgh members and \$5 per car for nonmembers.
- Your guests can pay on their own or you can host parking. Please let your sales manager know when booking.

### Decorations:

- You are welcome to bring your own party decorations. You are permitted access to the party room 15 minutes prior to your scheduled party time to decorate.
- Please refrain from taping decorations to the walls, floors, and ceilings. Piñatas, confetti, and glitter are not permitted. Balloons must be weighted down.
- 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.

### Chaperones:

- 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.

### Food/Beverage/Cake:

- Feel free to bring your own cake/cupcakes 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/cupcakes, 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.

### Outside Vendors:

- 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.

Contact [Birthdays@CarnegieScienceCenter.org](mailto:Birthdays@CarnegieScienceCenter.org) or 412.237.1673 with questions.