

Lindsay Wildlife Birthday Info Sheet

Contact person for children's birthdays is **Education Specialist Emily Holm**. All parties **MUST** be booked through Emily.

Direct phone: 925-627-2930 Email: eholm@lindsaywildlife.org

The following information is for standard party packages, for additional details on 60 minute weekday party packages, please contact Emily.

Terms of the Birthday Party:

- We offer Children's Birthday Party Packages for birthday honorees ages 1-12.
- The standard birthday party package is for a maximum of 25 participants, including the birthday child and family
- A maximum of 15 of these guests may be children including the birthday child
- Children under 2 will not be counted as part of this total number of guests, up to 4 children under 2
- This experience is designed for a maximum of 25 people (maximum of 15 may be children), for any additional person in the room beyond these 25 people, there will be a charge of (\$50) per person
- These guests will be covered for visiting the Exhibit Hall, **any additional parents or family members picking up their children at the end of the party will be able to wait by the front desk, or purchase admission themselves. They will not be able to enter the Exhibit Hall area without paying admission.**
- The charge for the birthday party is \$375 for Lindsay Wildlife Experience members, \$475 for non-members.
- There is also the option to expand this standard package to accommodate up to 40 people (up to 30 of these may be children) for an additional fee of \$225. This is subject to availability, if the addition of an extra room is made within 2 weeks of the party date the charge will be \$300. An extra room will not be available to be added on within 24 hours of a birthday party.
- Discounts on Children's Birthday Party Packages will only be given to Lindsay Wildlife Museum members with a Family Membership or above, hosting a party for a child in their household. Memberships from other institutions with reciprocal benefits do not apply.
- Parties must be paid for in full to secure a reservation. We accept Visa or Mastercard over the phone when Emily is in the office (regularly during our business hours 9 am - 5 pm Monday through Thursday, excluding holidays) and payment by check in person during our business hours 9 am - 5 pm Wednesday through Sunday excluding holidays. Credit card information may not be left over a voicemail or through email.

Animals:

- The birthday party includes a private animal presentation that consists of meeting two of our animal ambassadors, and learning more about them.
- One of these animals may be touchable, and one animal will be non-touchable and in a case (except if a Madagascar Hissing Cockroach is chosen as a second animal, this animal is touchable as well)
- A bird in a case will be a non-touchable option. No bird is touchable.
- These animals may be touched gently, according to instructions, but may only be held and handled by Lindsay staff:
- ONE additional animal may be requested for an additional \$50 (subject to availability), this additional animal does not extend the party in the classroom. This is subject to availability, not all LWE animal ambassadors are options for birthday party presentations.
- The party is limited to one additional animal or raptor, for a total of four animals.
- Although we always try to honor animal preferences, because these are live animals that can never be guaranteed. If for some reason an animal you selected will not be available, we will get in touch with you as soon as possible about selecting an alternative.

Party Guidelines

Party Schedule:

The birthday party program will include:

- 30 minutes for setup
- 90 minutes with guests in the birthday party room
- Self-guided time in the Exhibition Hall with your guests

LWE provides:

- A LWE staff member to lead the party.
- Exclusive use of a classroom starting 30 minutes before the party start time for setup, and ending 15 minutes after the party end time.
- One rectangular table and chairs will be provided to seat child guests. One additional table will be provided for refreshments.
- Refrigerator and freezer space for food and beverage storage during your setup time through 4:30 pm the day of your party
- Gift bag for each child guest- These will be collected from the front desk as each child leaves the Lindsay Wildlife Experience. If you would like to provide goody bags or any additional favors, you can bring those to the front desk before your party begins.
- Lindsay Wildlife t-shirt for the birthday child.
- Complimentary time in the Exhibition Hall for all party guests

Party Hosts' Responsibilities:

- Part Host provides:
 - Invitations
 - All Refreshments, including birthday cake. Please keep all food and beverages within the party room, no alcohol is permitted.
 - Plates, utensils, cups, and napkins
 - Tablecloths
 - **No noisemakers, confetti, balloons, piñatas, or any objects intended to dangle from the ceiling are not allowed in Lindsay Wildlife Experience:** We reserve the right to determine that any decoration will not be allowed in the room to ensure the safety and comfort of our animals.
- Set up: You may arrive up to 30 minutes before your scheduled party to set up any food or decorations. The party room will be locked, and staff will not be able to assist you in any way with party setup, until your designated setup time.
- We require a minimum of 1 adult chaperones to every 5 child guests at a party. These adults must stay in the space as active supervisors throughout the party.
- The party host, or an adult designated by the host, is responsible for the children at all times.
- Clean-up: Clean and vacate the space within 10 minutes after the official party time finishes. After cake time, the party room will be closed and all personal belongings, decorations, etc must be cleared out, however you are welcome to store any food and personal belongings in our kitchen space while you explore the exhibition area.

Any further question, please contact Emily Holm

Email: eholm@lindsaywildlife.org