

# PARTY PACKET

## *Your RAM birthday party guide*

### **THANKS** *for booking your birthday party at the Royal Alberta Museum!*

Your personal party details are included in your invoice attached to our welcome email.

**PLEASE NOTE:** *once your party is booked, your time and date are set.*

For cancellation policy information, please see your invoice.

### **YOUR PARTY PACKAGE INCLUDES:**

- All-day admission for 10 children and two adults to all museum galleries.
- 60 minute room rental to celebrate in style *Need more time? You can extend your room rental by 1 hour for \$50.*
- 30 minute set-up time to prep your party room
- Cupcakes and beverages for all guests
- A museum t-shirt for the birthday child
- Party invites for your guests
- Your own birthday party host to help you from set up to cleanup

### **FINALIZING YOUR RESERVATION**

To confirm your birthday party, we will need full payment and a copy of your signed invoice at least two weeks before your party date. The reservation deposit paid to the museum is non-refundable and non-transferrable. If you need to change your date or time, a \$50 rescheduling fee will apply.

### **GUEST POLICIES**

Your party package includes admission for 10 children and two adults. At least two adults must be present for the entire party.

To ensure adequate supervision, there must be one adult for every five children. Each additional child is \$15 and adult is \$20, to a maximum of 25 people. For every five additional children, one adult is free.

We kindly ask that all guests numbers are included in your booking so we can do our best to serve you. If additional guests arrive they day of the party, we may not be able to accommodate them. They will be asked to pay the fees as stated above. Additional cupcakes and beverages will not be provided. If additional guests show up and exceed the 25 person capacity of the room, those guests will not be able to join the party during the room rental.

Late arrivals may not extend their party time. To have the best birthday experience, please arrive at least 10 minutes before your party start time.

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## PARTY ROOM SET-UP

- Birthday party rooms measure approximately 15 feet x 30 feet. Each room has counter space with a sink.
- Each room includes several six-foot long tables and chairs for all guests.
- **PLEASE NOTE:** *party decorations cannot be attached to walls, cabinets, or windows.*

## INVITATIONS

Visit our [website](#) to download your customizable invitations.

## CATERING

Our café will take your order upon booking. Your order will be brought straight to your party room, utensils included. Please let us know in advance of any guest allergies.

## PRE-PARTY PLANNING TIPS

### DON'T FORGET THESE FUN ADDITIONS

- ✓ Tabletop decorations
- ✓ Tablecloths
- ✓ Mouth-blown balloons (no helium please!)
- ✓ Party hats

### LEAVE THESE PARTY CRASHERS AT HOME

- x Birthday candles & sparklers (an electric candle is provided)
- x Homemade or store-bought food and drink
- x Helium balloons
- x Alcoholic beverages
- x Confetti
- x Silly string
- x Thumbtacks

# IT'S PARTY TIME!

## ARRIVAL

Party families are invited to start setting up their rooms 30 minutes before their party start time. If you are driving to the museum, we recommend using our drop-off area on the south east side of the museum to unload your belongings. Your party host will be waiting just inside the south east doors to welcome you. Carts are available if you have many items to bring inside. Your vehicle must not be parked or left unattended in the drop-off area. After unloading, there are many convenient places to park nearby.

**PLEASE NOTE:** *downtown street parking is free on Sundays. There are also several paid parking options within walking distance of the museum.*

Your host is there for you from set-up to cleanup and wants you to have an awesome time. Take a moment to talk with your host to let them in on any party plans.

## GUEST ARRIVAL

We encourage all party guests to enter through the south east entrance. Just inside, you will find the party room. Guests can also go to the admissions desk for directions to the room. A parent or chaperone must accompany party guests until they are in the custody of an adult of the party family. A drop-off map is included on the customizable invites.

## PARTY TIMELINE

**Party prep** 30 minutes before your party starts, set up the party room.

**Eat cake & celebrate** One hour in the party room. Remember to leave some time for clean up. If you have items that need to be stored while you visit, we can lock up your items for you. If you think you'll need more room time, purchase an extra hour in the room for \$50 at the time of booking.

**Explore the museum!** Most parties plan to spend two hours exploring the museum

**Home time** Party-goers can be picked up at the drop off area on the south east side of the building near the party room. It is the party family's responsibility to ensure all children are picked up by a parent, caregiver, or chaperone.

## ADDITIONAL QUESTIONS

If you have any further questions or changes to your booking, please direct them to our booking coordinator: [Book.RAM@gov.ab.ca](mailto:Book.RAM@gov.ab.ca)

