

**PARTY  
SMARTY**



# Houston Museum Of Natural Science

## Birthday Party Information Packet

### Sugar Land Location

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#### Interested in Membership?

- ❖ Any level of membership qualifies for a discount on our classroom birthday parties at HMNS Sugar Land!
- ❖ Additional member benefits to exhibits and events throughout the year, not to mention [Summer Camps](#) at HMNS!
- ❖ Visit our [membership](#) page for more information.

# The Basics

## Party Options

- ❖ Classroom Price - Member/Non-Member
  - \* **Small Party**.....\$350/\$475  
up to 30 people in single classroom.
  - \* **Large Party**.....\$550/\$675  
up to 75 people in the Conference room.

- ❖ Deluxe party option unavailable at this location.

All Sugar Land parties can be booked from 11am – 1pm and 2 – 4pm.

All birthday parties are a maximum of 2 hours with access to the [permanent exhibit halls](#) for you and your guests the day of your party.



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## Your Party Includes

- ❖ Private party space for you and your guests.
- ❖ Age appropriate, theme-specific activity.
- ❖ Designated, museum-staffed party facilitator.
- ❖ Exploration tour of the Sugar Land exhibit space.
- ❖ Access to the [permanent exhibit halls](#) for you and your guests.
- ❖ Sensory friendly options.
- ❖ Options for upgrades.
- ❖ Museum staff will handle the clean-up, so you don't have to!



## Selection of Upgrades

**\*\*Upgrades are subject to availability\*\***

**NO OUTSIDE VENDORS PLEASE**

- ❖ Live animal presentation.....\$275
- ❖ Dinosaur Discovery presentation.....\$275
- ❖ Live insect presentation.....\$275
- ❖ Space: Going the Distance! presentation.....\$175
- ❖ Chemistry presentation.....\$275
- ❖ Face painter.....\$250
- ❖ Balloon artist.....\$225

Some upgrades are not available at the Sugar Land location.

For a full list of upgrade options, availabilities, and more information, visit our website [here](#).



**PARTY @ MARTY**



## Accessibility Options

- ❖ Pre-visit [Exploration Planner](#)
- ❖ [Sensory Guide](#)
- ❖ Access HMNS app for both [Android](#) and [Apple](#)
- ❖ [Visual vocabulary cards](#)
- ❖ All or part of our [sensory backpacks](#)
  - \* Up to 15 currently available
- ❖ Modification of activity
- ❖ Modification of lighting in the party room
- ❖ Separate decompression space available

If any of your party would like accessibility accommodations, please let us know at booking.

Visit our website for more information at [hmns.org/accessibility](http://hmns.org/accessibility)

# How it Works



## Party Themes to Choose From

	<u>Dinosaur</u>	<u>Science Explorers</u>
Age 1 - 3	<ul style="list-style-type: none"><li>❖ Personal reading of <i>Dino Dave</i>.</li><li>❖ Tour our Sugar Land paleontology hall.</li><li>❖ Create your very own dino footprint.</li></ul>	<ul style="list-style-type: none"><li>❖ Safari based book reading.</li><li>❖ Tour the interactive physics section at Sugar Land.</li></ul>
Age 4 - 6	<ul style="list-style-type: none"><li>❖ Tour our Sugar Land paleontology hall.</li><li>❖ Dig in to a mini dinosaur excavation.</li></ul>	<ul style="list-style-type: none"><li>❖ Scout the Chemistry section and interactive Energy panels in the Sugar Land exhibit halls.</li><li>❖ Create UV beads.</li></ul>
Age 7 - 9	<ul style="list-style-type: none"><li>❖ Tour our Sugar Land paleontology hall.</li><li>❖ Make your very own dino cast.</li></ul>	<ul style="list-style-type: none"><li>❖ Scout the interactive Physics section and Energy panels in the Sugar Land exhibits.</li><li>❖ Whip up your own slime with glow-in-the-dark slime!</li></ul>
Age 10 -12	<ul style="list-style-type: none"><li>❖ Tour our Sugar Land paleontology hall.</li><li>❖ Examine real fossils.</li><li>❖ Take home your very own fossil!</li></ul>	<ul style="list-style-type: none"><li>❖ Tour the Chemistry section and main Energy section in the Sugar Land exhibits.</li><li>❖ Create a chromatography project.</li></ul>



## To Book Your Party

- ❖ **We recommend booking your party at least 4 – 6 weeks in advance of your target party date.**
  - \* Changes to your party package can be made up to two weeks prior to the date of your party. Reservation Coordinators will be unable to make any changes after that time.
- ❖ **Keep in mind**
  - \* Some days and times are busier than others.
  - \* If choosing busier times, it may be much more challenging for your guests to get to your party. May we recommend: the earlier in the day, the better!
- ❖ **Reserve your party!**
  - \* To make an inquiry or find out more information
    - Email [reservations@hmns.org](mailto:reservations@hmns.org)
    - Or
    - [Fill out the interest form on our website](#)
      - Please allow up to 5 business days for our staff to connect with you
- ❖ **Deposit**
  - \* A deposit of half the cost of the party is required to reserve your date and time.
  - \* The remaining balance will need to be paid at least 2 weeks in advance of your party date.
  - \* If you're ready to secure a party date, please fill out our [deposit form](#).
- ❖ **Refund Policy**
  - \* There are no refunds on money put toward a birthday party.
  - \* If you need to cancel for any reason, we will put any money you have put down on account to use as you choose within the HMNS system for up to a year after cancellation.



## Party Smarty



## We Provide

- ❖ Paper-covered tables
- ❖ Private party room to celebrate your guest of honor
- ❖ Chairs for your party goers
- ❖ Cake knife and lighter
- ❖ We take care of clean-up, too!

## Finalizing

- ❖ Your party is not confirmed until the final payment is made up to 2 weeks in advance of your party date, so make sure to complete your booking!
  - \* An email confirmation will be sent once the deposit is received.
  - \* Changes to your party package can be made up to two weeks prior to the date of your party. Reservation Coordinators will be unable to make any changes after that time.
- ❖ Invite your friends to celebrate with you!
  - \* Let them know how to get to the museum & send out your invitations with a route-planning map [here](#).



# Party Room Set-Up

## The Party Rooms

- ❖ To acclimate yourself to the party space before you get to your party
  - \* Photos and specifications of our party spaces are available online or via email.
- ❖ The number of people allowed in your party space is limited by local fire code regulations.
  - \* If you are expecting more than your space can accommodate, we will have to limit the attendance for you or move to a larger space as available for a greater fee.
- ❖ The party staff will be present and available to help with set-up as well as clean-up for you!



## Don't Forget These

- ❖ Utensils, napkins, and plates
- ❖ Cake or cupcakes
- ❖ Candles
- ❖ Drinks (non-alcoholic)
- ❖ Gifts for the guest of honor!



## Leave These at Home

- ❖ **Helium balloons.**
- ❖ Alcoholic beverages.
- ❖ Heating appliances, such as crockpots or chaffing dishes.
- ❖ Smash cakes.
- ❖ Animals that are not certified (or in training) service animals.
- ❖ Confetti or glitter.
- ❖ Traditional piñatas, though pull-string piñatas are allowed.
- ❖ Wall-mounted decorations. **Nothing may be taped to any walls.**

**PARTY SMARTY**

# It's Party Time!

## Party Family Arrival

- ❖ Party families are invited to arrive in their party space 30 minutes before the allotted start time of the party to set up.
- ❖ Your party facilitator will meet you with a cart to help carry your items to the party space.
- ❖ Once inside the party space, please take a minute to discuss party details with your facilitator.
  - \* They want to discuss any concerns or ideas you have with you to make your party the best it can be!

## Parking Information

Parking at our Sugar Land location is available in the free lot in front of the building.

- ❖ For directions, type [13016 University Blvd, Sugar Land, Tx](#), into your GPS system for a guided route on the day of the party.
- ❖ Party facilitators will meet you in the lot with a cart to help bring in party items.

For an interactive route map, click [here](#).

## Guest Arrival

- ❖ Guests will arrive through the main entrance at the museum and proceed directly to the party space.
  - \* No extra tickets or box office stops needed.
  - \* Visitor Services staff may check with the party staff before sending the first few guests at party start time in order to make sure the family is ready for guests in the party space.
- ❖ Guests will be given access to the Sugar Land [permanent exhibit halls](#).

## Party Timeline

Your party's schedule can be more flexible or more structured based on the arrival times and needs of your party goers.

All parties will include the following:

- ❖ Time to gather your guests and visit at the beginning of the party
- ❖ Activity
- ❖ Tour
- ❖ Photo op with a great museum background to remember the special day!
- ❖ Any upgrades you have included
- ❖ Time for food/cake
- ❖ Clean-up by museum staff towards the end of your allotted party time

Reminder: you are allowed to arrive 30 minutes before the allotted start time of your party to set up!



## Post-Party Information

### Visit the Exhibits!

You and your guests are invited to walk through the museum permanent exhibit halls on the day of your party!

### Survey

A survey will be sent to you within 3 business days of your party

- ❖ If you would be willing to give 5 minutes of your time, it would help us continue to make our program better.



### Questions?

- ❖ Can I visit the museum before/after my party?
  - \* Yes! The price of your party includes admission to the permanent exhibit halls on the day of your party—a value of \$300 - \$750 depending on the size of your party.
- ❖ Are special exhibits included in the admission for my party?
  - \* No, but if you or your guests would like to visit those exhibits, tickets may be purchased at the box office.
- ❖ Do you provide a refrigerator/freezer for my party food?
  - \* We have limited space available for refrigerating/freezing food. It is recommended that you bring coolers for your food.
- ❖ Do my guests need proof to get access to my party?
  - \* They only have to give the party name at the main entrance
- ❖ Don't see what you're looking for?
  - \* More questions can be found [here](#).