

FREQUENTLY ASKED QUESTIONS ABOUT S.E.C.R.E.T BIRTHDAY PARTIES

- **AGE REQUIREMENT** – The game is designed for children 6 and older.
- **MISSION** – Children will be on different missions chosen by the computer. Children who end up with the same mission can group up.
- **MISSION DURATION** – Missions average between 1 – 1 ½ hours
- **GEAR** – After agents are done eating, they may head to headquarters (HQ) to collect their gear and begin their mission.
- **ADDITIONAL AGENTS** – Host can pay at headquarters for additional agents after celebration in room is over. Staff will accompany you to HQ.
- **PARENTAL SUPERVISION** – HQ staff will try to provide agents with clues and/or assist with an answer but are unable to go on the mission with the groups. We ask that parents be prepared to assist and participate in the mission if the children require additional help.
- **ROOM TIME** – Starts at 1P with celebration.
Parking vouchers will be passed out.
Return passes handed out to children.
Agents will be briefed.
Agents who are done eating can start their mission.
Non-Agents can do free play in museum with their adults.
- **EXIT PARTY ROOM** – 2:50pm Host should return back to the room. Staff will assist with loading party items to your vehicle.
- **INCOMPLETED MISSIONS** – Agents may use their return passes and have up to 7 days to complete their mission. Agents must be accompanied by an adult.

Follow up with:

- Complete and return the contract within 5 business days of receiving it. Pay remaining party balance 15 business days (3 weeks) prior to the party date. Payment can be made over the phone by calling 713-535-7212. Failure to pay the balance will automatically cancel the party. Should you cancel within the 15 business day (3 week) window, you will forfeit the entire party cost.
- Submit our Fresh Café catering menu no later than the Tuesday before your party with payment. Purchasing food is optional. No outside food is permitted (other than cake, ice cream, drinks and cooler with ice).

Things you need to know:

- **CHECK IN** – Host can check in 20 minutes prior to the party at the information booth. A staff and cart will be available to assist you with unloading and take you to your party room. Please have your guest check in at the information booth by providing your name or the birthday child's name. The name of the room and a map will be provided for them to locate your party. The invitation is not required.

- **ADULTS** - Admission for 20 adult chaperones (ages 16 and older). One adult chaperone is required for every 5 children. The chaperones are responsible for the direct supervision of the children. Additional adults with or without children are free. Please keep capacity to 45 total guest.
- **PARKING** - \$5.00 parking for guests and free parking for the host. *Parking passes will be handed out at end of party to any party guest who parked in the Museum garage. The garage is located on Binz St. in between La Branch & Austin Street.*
- **PARTY ROOM** - Private party room with tables, chairs and table covers. The room will be set up 20 minutes before party starts by a Discovery Guide. **Party rooms are assigned by a first come basis according to reservation date and the child's age. We do not have space to store items until the party room opens. The party room opens 20 minutes before the party starts. There is a cart that can be used but it's not available until 20 minutes before the party start time.*
- **ADDITIONAL PLAYTIME** - Guest may enter before or stay after the party for additional play time. The additional play time must be during Museum Hours Saturday 10a-6p and Sunday 12p-6p.

What do I need to bring?

- Cake, candles & lighter, Cake Cutter
- Drinks, cooler, and ice
- Goodie Bags
- Table Top Decorations (please do not tack or tape to walls or hang from ceilings, large décor must be approved by birthday party coordinator)
- Paper Goods (Plates, Cups, Utensils, Napkins, Etc.)
- Large bags to carry the presents home easily
- Balloons (already inflated)

Private Party Room Detail:

- **How many guests can a party room accommodate?**
Our party rooms accommodate 40 people. The party room includes 10 children chairs and 20 adult chairs, as well as five six foot long rectangular tables which are covered with colorful disposable table covers.
- **How is the room arranged?**
We arrange three tables in the center of the room in a "U" shape. The tables are set at a low height with 10 children chairs around them. The other 2 tables are set against the wall at regular height. The adult chairs wrap around the room against the wall.
- **Does the party room have an ice maker?**
 - We do not provide an ice maker in the party room nor does Kid's Café sell ice. Please bring your own ice if needed.
 - The room does have a mini refrigerator, and a sink with cabinet space around it.
- **What is not allowed in the Museum?**
No outside food (other than cake, ice cream, drinks, goodie bags, and cooler with ice), Piñatas, Silly Strings, Confetti, Alcoholic Beverages or Pets. Other items may not be permitted, please ask first.

- **May I bring additional entertainment?**

Yes, outside entertainment is permitted in the party room. Please keep the party room door closed so that the public does not think it is an open event. You may bring a CD player if you wish.

- **May I bring in extra decorations?**

Yes, only table top decorations and balloons are permitted. We do not allow anything to be taped, tacked or hung on the party room walls. The party room walls are colorful and painted to coordinate with our exhibit color schemes. Any repairs caused by damage to the room will be charged to you.

Refreshment Detail

- **Can the Children's Museum cater?**

Children's Museum of Houston's Fresh Café will be happy to cater your party. *Paper goods will be provided with a Fresh Café food order. (50) Seven inch paper plates, (50) Beverage napkins and (48) Plastic Forks.*

- **May I bring in my own refreshments?**

You may bring in your own special cake, ice cream and drinks and our in-house Fresh Café can help with your food. Keep it simple – individual ice cream cups and individual juice boxes are easier to clean up. No outside food is allowed into the Children's Museum of Houston.

- **Could the Children's Museum of Houston recommend party favors for our guests?**

Yes! Our Fiddlestick Toy Shop located in the Museum lobby has a huge selection and great prices. Plus you get an extra 20% discount on purchases as a Party Host.

- **What am I responsible for?**

- Our staff is not permitted to serve food to your guests, nor clean up after refreshments are served. Trash containers are provided for you to use in the party room.
- *Please plan on promptly vacating the party room at the end of your party.*
- Please do not tip our staff. However, we welcome your comments about their great efforts to make your child's day special!

Contact the birthday party coordinator if you have additional questions 713.535.7212 or birthdays@cmhouston.org