



One of the four Carnegie Museums of Pittsburgh

# Birthday Party Guidelines

*Please read carefully and keep for your reference*

Thank you for choosing to celebrate your child's birthday party at Carnegie Science Center!  
Listed below is important information to ensure that your party runs smoothly.

## **Carnegie Science Center Birthday Parties include:**

- Use of the birthday party room for two hours (you may arrive ½ hour prior to set up)
- 25 Birthday Party Wristbands (adults and children) to access the party room and all-day general admission to Carnegie Science Center and Highmark SportsWorks®
- You are allowed to bring in your own cake and party supplies
- Astronaut ice cream for each child attending the party
- Printable invitations

Note: The birthday package is good for up to 25 people. Additional guests will be charged at a price of \$10 per person for general admission.

## **Important items to remember:**

- The full amount of payment for your party is due immediately to secure your party date.
- Science Center parking is \$5 per car. All guests must pay to park.
- You will receive "Special Event" wristbands on the day of your party at the party room for yourself and all of your guests. The wristbands are tickets and must be worn at all times. The wristbands are color-coded and are only valid the day of your party. Guests are not allowed to use membership wristbands for a private birthday party.
- If you wish to arrive earlier or stay later than your scheduled party time to explore exhibit areas, you may do so. Please be aware that your party room time is not flexible and is for your allotted two hours only. All items, including presents and decorations, must be removed promptly at the end of your party and are your responsibility. We often have back-to-back parties and need to clean the room.
- No outside food or beverages (with the exception of the birthday cake) is permitted within our facilities.
- We **DO NOT** provide any supplies for your cake. Please bring your own plates, napkins, forks, cutting/serving utensils, along with candles and a lighter. The gift and cake/food tables will be covered with white paper cloths at no additional fee. Cloth linen upgrade is an additional \$5/linen. All seated tables in the room are uncovered and do not need linen. Please feel free to bring in your own plastic colored or themed coverings.
- Piñatas, trick candles, and confetti are **NOT** permitted. Decorations may be brought into the room if desired. Decorations may **NOT** be taped to the walls and balloons must be weighted down. You will be permitted access to the party room ½ hour prior to your scheduled party time to decorate.
- A special events associate will be on-site the day of the party. The associate is **NOT** authorized to chaperone the children. Any children attending the party are your responsibility to oversee. We generally recommend one adult chaperone per (five) children in attendance. The associate is also **NOT** responsible for securing packages or presents. The associate will pass out the wristbands to your guests and direct your guests to the party room. If you order food and beverages, a catering staff member will be on-site.
- We encourage guests to explore the Science Center and SportsWorks® during the party. Theater shows are also included with your wristbands. Theater shows are a great option if you are looking to do something organized with the children during the 2 hour party. Please ask your Special Events Associate for a daily schedule. Omnimax and Laser shows are an additional charge.