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Ultimate Birthday Party Guidelines

Almost time to play! We are so excited you have decided to host a private event at the Lincoln Children's Museum. Below are a few things we need you to know and agree to so everyone has fun in a safe environment.

You and your party guests will have access to the Lincoln Children's Museum for two (2) hours. If necessary, Additional party hours may be added to your reservation. This must be reserved with the Lincoln Children's Museum at least two weeks prior to the event. Each additional party hour is $100. Any parties that exceed the scheduled time limit will be charged an additional $50 per half-hour paid at the conclusion of your event.



PROHIBITED ITEMS & CODE OF CONDUCT

- No Piñatas
- No alcoholic beverages
- No candles or open flames
- No ice cream or ice cream cakes
- No personal decorations may be hung or attached to museum exhibits, walls, floors or ceiling
- No smoking or vaping in or around the Museum or the Museum's exterior deck space
- All Museum guests including party host and birthday child must adhere to the Museum's Code of Conduct

Any violations of these prohibited items or the Museum's Code of Conduct could result in law enforcement intervention and immediate forfeit of event deposit.

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GUEST COUNT

The total guest count for your event includes the birthday child, family of birthday child and all children and adults.



Additional guest fees are charged at a rate of $11 per person if your visitor count exceeds 50 people. Guest 18 months and younger will not be an additional charge.

You must contact the Lincoln Children's Museum no less than 48 hours prior to your event with the final number of guests that will attend. This ensures proper party set-up and correct number of specialty items as applicable to your party.

FOOD & BEVERAGE

No outside food or drink, other than a birthday baked good (cake and/or cupcakes) are allowed in the Museum for Ultimate Birthday Parties. Party Food & Beverage Packages are available through the Museum's Kazoo's U-STOP Cafe. Orders must be finalized no less than 48 hours before the reservation date.

You may bring birthday dessert for your guests to enjoy.

No food or drink is allowed in the Museum exhibits. All food and drinks must be kept in Kazoo's U-STOP Cafe area located on the upper floor.

PARKING

The Museum's parking lot is for staff only. Your guests will need to find alternate parking either at a meter or in a parking garage and pay the appropriate fee(s). The Museum does NOT validate parking.

You may use the cut-out in front of the Museum to unload any gifts/party supplies prior to your party. Your vehicle must be moved promptly after your items have been brought in. No vehicle(s) may remain in that cut-out due to emergency guidelines.

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DEPOSIT & FINAL PARTY BALANCE TO BE PAID

50% of the party fee is required to hold your requested Ultimate Birthday Party date.

Final payment for your event fee(s) including Kazoo's U-STOP Café Order and any party extras will be due at the conclusion of your event and must be paid via credit card or cash. Please note the Museum does not accept cash bills over $20. Check payments are not accepted.

CANCELLATION

In the event that you need to cancel your Ultimate Birthday Party and cancel more than two weeks before your scheduled party date, you will receive a full refund of your 50% payment.

If you cancel within two weeks of your scheduled party date, Lincoln Children's Museum will retain $100 of your payment as a cancellation fee. Any remaining amount paid will be refunded to you.

ENDORSEMENT

Hosting an Ultimate Birthday Party at the Lincoln Children's Museum does not constitute endorsement or recommendation of your event/activity by the Museum and therefore no mention of the Lincoln Children's Museum be present in any form other than location.

HAVE MORE QUESTIONS?

Call 402-477-4000 EXT. 111
info@lincolnchildrensmuseum.org



thanks for choosing LCM for your special event!



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WANT MORE?

- Extra Hours
  - Add on that play time! Add an extra hour to your Museum event for $100
- Glitter Tattoos
  - Add an extra pop of sparkle to your celebration! Our glitter tattoos are a fun, kid-approved way to make your party feel even more magical.
  - For just $30, you and up to 50 guests can enjoy glitter tattoos available throughout your entire 2-hour party.
- Maker Studio
  - The Maker Studio is our newest space and is dedicated for kids 8-12 years old. The space levels up the creativity, as kids think like engineers to solve real challenges and work on community projects to help make an impact on local Lincoln non-profits. They will use fun, new equipment like Chompsaws and build upcycled masterpieces. In the Maker Studio, kids don't just play, they level up. $75 to have open during your event.
- Jumbo Games
  - Choose from Jumbo Jenga, Bucket Pong, KerPlunk, Connect4, and more.
  - Games are available from $25-$100 or select 5 for flat fee of $100.
- Easter Egg Hunt
  - You bring the eggs and we'll hide them throughout our Upper Level (which we keep closed until the hunt). When hunting time comes around, we can announce different age groups or limits on the number of eggs found. Egg hiding can be added to your rental for $50.
- Candy House Fun Shop
  - The perfect activity for your holiday party. The Museum provides the house, frosting and decorations – you provide the inspiration! Houses and unlimited decorations can be added to your rental for just $25 each

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