

# Palouse Discovery Science Center

## Birthday Booking Guide

Celebrations at Palouse Discovery Science Center are a truly memorable event! To make the most of your experience, please review the details below and reach out if you have any questions or need accommodations.

### **Arrival, Set up & Decorations**

Party hosts may arrive 15 minutes prior to the reservation time. Please do not arrive early, the room will not be ready and you will be asked to wait. Our helpful staff and volunteers are usually available to help bring items in from the car, and don't be shy about asking to borrow a hand cart.

All decorations must be fully removed by the end of the reservation time, so plan accordingly and don't put too much strain on yourself. In our experience, decorations that seem to have the biggest impact and are the easiest to set up/take down include things like banners, streamers, and pre-filled balloons. You may also bring a USB thumb drive or screenshare to the SmartBoard to play a photo slideshow during the event.

### **Safety & Prohibited Items:**

Children are the responsibility of the party hosts and other adult guests and should be supervised at all times. We recommend a ratio of 1 adult: 5 children.

We do not allow piñatas, confetti poppers, or fireworks for safety reasons. You may have birthday cake candles (no Lotus/blossoming candles please).

Please do not bring any party favors or gifts (play swords, nerf guns, baseball bats, buckets of slime...) that might accidentally cause injury to other guests or damage to our exhibits.

### **Food & Drink**

You are welcome to bring your own food and drink. However, alcohol is not permitted and all food and drink should be kept in the birthday area. We ask that all guests wash hands before and after eating.

There is a refrigerator available for your use. We also have matches and a cake knife if you forget at home.

### **Clean up & Departure**

All decorations & food/drink must be cleared by the end of your rental time. Staff will take care of the garbage, recycling, sweeping, mopping and wiping down tables. We just ask that all your belongings and guests are out of the room on time so we can clean and reset for the next guests. If you have a morning rental, guests are welcome to stay after the rental time ends and explore the exhibit hall further. Extra guests (parents or siblings picking up...) must pay the daily admission fee to stay). All children should be supervised by an adult. If you have an afternoon rental, please be aware that PDSC closes at 3:00p and guests may not stay beyond this time.

### **Extra Guests & Extra Time**

Each birthday booking is for 1.5 hrs and includes up to 20 people (child or adult). The birthday area only seats up to 20 guests, however you may increase the number of guests to a maximum of 30 if you do not need seating for everyone at the same time. Extra guests, above the included 20, will be charged the daily admission rate: \$6.00/child and \$7.50/adult. Please notify [frontdesk@palousescience.org](mailto:frontdesk@palousescience.org) if you plan on having extra guests.

We cannot allow extra time for set up or clean up or add extra time to a reservation. If you need more time for your celebration, please contact [frontdesk@palousescience.org](mailto:frontdesk@palousescience.org) and we can discuss options for making a “double-booking” or after-hours booking.

### **Sample Schedule**

The party host can decide how they want to structure the event. You can chose when you want guests to explore the exhibit hall, when you want to do the hands-on science activity, and when you want to gather for cake and such. The time goes fast, so don't worry about under-planning!

#### *Example 1:30p booking:*

1:15 – Arrive, unload and set up

1:30 – Greet guests & explore the exhibit hall

2:10 – Gather back up in the birthday room for the hands-on science activity

2:30 – Wash hands & cake time!

2:45 – Send guests back out to the exhibit hall to play for a little longer while hosts start cleaning up.

### **Refunds and Cancellations**

Reservations are final upon receipt of payment and are non-refundable. If you need to cancel your booking for any reason, please notify [frontdesk@palousescience.org](mailto:frontdesk@palousescience.org) as early as possible. Our team will try to find a date and time to reschedule, but we cannot guarantee availability.