

# Birthdays at LICM

## Frequently Asked Birthday Party Questions



### Party Times & Guest Capacity

#### ***Is the museum open during the party?***

Weekday parties (Wed-Fri) are held after hours when LICM is closed to the public. Saturday and Sunday parties take place during open Museum hours. You and your guests may explore LICM before and/or after the party while LICM is open.

#### ***How many guests can I invite?***

Due to party room size, 40 children & adults are the maximum number of allowed guests for each party. Larger parties will require supplementary resources and may incur additional fees. Please note that the Paint, Play & Party capacity is 25 participants.

#### ***Can my guests without children attend the party?***

Yes! Grandparents, Aunts, Uncles, other family members and friends without their children are all welcome to attend.

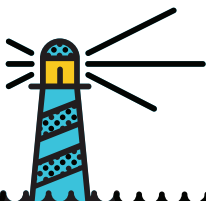
#### ***What if the date I want is unavailable?***

We will do everything we can to get your party scheduled on a date that works for your family. We encourage party inquiries to happen three months prior to your desired date as party dates do fill up quickly. Please note that unauthorized parties not scheduled with our Birthday staff are not permitted in our cafeteria or anywhere on Museum grounds at any time.

### Member Discounts

#### ***What kind of discount do LICM Members receive on parties?***

Basic Members receive a 10% discount. Premium Members receive a 15% discount. The member discount also applies to Museum Store purchases and goody bags. This discount excludes the cost of food.



### Food Options

#### ***What does the pizza package include?***

For \$50, you get 3 cheese pies (each cut in 12 slices), unlimited apple juice or lemonade, and water. Each additional pie is \$16.50. Order both the Pizza and Cake Package and SAVE \$5.

LICM does not provide coffee or soda, but you are welcome to provide your own additional drinks or refreshments at no charge.

#### ***What does the cake package include?***

For \$40, you get a quarter sheet ice cream cake, layered with both cake & ice cream and decorated with balloons or flowers, the Happy Birthday inscription, and candles. For an additional \$15, you can get an edible image of your choice on the cake.

#### ***Please contact us at least one week prior to your party to order your cake.***

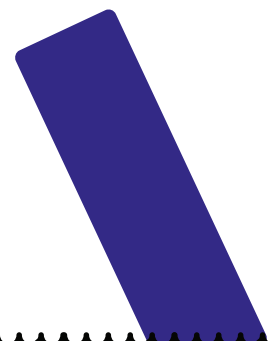
SAVE \$5 when you order both the Pizza and Cake Package

#### ***Do I have to order food through LICM?***

You are welcome to bring your own food/cake at no extra charge. For safety purposes, food warming or electrical appliances, such as sternos/chafing dishes or coffee machines are not allowed in party rooms. Alcohol is not permitted anywhere in the Museum.

#### ***If I bring my own food, do you still provide paper goods? Drinks?***

Paper goods are included, but beverages are only included in the pizza package.



## Payment Schedule

### **When should I pay the deposit?**

Making a deposit of \$150 as soon as possible is the best way to be sure you get the party date and time of your choice. Please note that deposits made three weeks before your party date are not eligible for a refund.

### **How/When do I pay the party balance?**

At the conclusion of the party, you may pay the balance via cash or credit card (American Express, Discover, MasterCard, or Visa). Gratuity (optional) is not included.

### **Do you charge for infants or adults?**

Children ages 2 to 12 are considered child guests (including siblings of guests), so there will be a charge for them. Children under the age of 24 months are free of charge.

Guests ages 13 to adult are also free though there will be a charge for anyone who participates/uses materials for the party.

### **What if I need to cancel or reschedule my party?**

LICM will reschedule parties cancelled three weeks prior to the original date. The new date must be within 60 days of the original party. Your deposit will be carried over to parties held within this time period.

### **What if the Museum is closed due to inclement weather when my party is scheduled?**

If LICM should close due to inclement weather, we will attempt to reschedule your party on the next available date or issue a full refund.

### **When should I submit my guest list?**

You can feel free to send us a list of all your invited guests as soon as you have it (via email [birthdays@licm.org](mailto:birthdays@licm.org) or fax 516.302.8188). One week prior to your party date, we will contact you to finalize your guest list. You will only be charged for the children who show up for your party. Siblings will be included in your party count. Party guests who are LICM members are also included in your party count.

## Customize Your Party

### **What other ways can I customize my child's party?**

Customized **goody bags** may be ordered directly from the Museum Store one to two weeks prior to your party. Pricing starts at \$5 per bag. LICM members receive a 10-15% discount on their orders. For more information, please call 516.224.5814. Ask about party add-ons (live animal encounter or scavenger hunt) to create the perfect day for your child.

### **Can I bring my own decorations?**

Although we provide basic party needs (table covers, cups, plates, utensils, napkins), you are welcome to bring other decorations to customize your party room to your liking.

Please be sure to discuss large decorations (such as balloon displays) to be sure that we are able to accommodate these items.

### **Can I bring outside entertainment?**

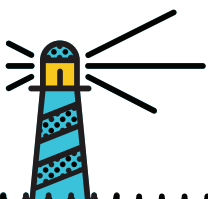
We believe that the Museum and party add-ons should fulfill your party needs. Please note that if you are interested in hiring external entertainment, the company and its entertainment needs to be cleared with LICM and must adhere to LICM policies. A certificate of liability is required of all vendors providing on-site services at the Museum and must be submitted 72 hours before the party date.

### **When can I get into the party room?**

Party hosts have access to the party room 30 minutes prior to their scheduled party. Party staff is available to assist with the set-up of your room.

### **Can I request a certain party room?**

While every effort will be made to accommodate room requests, rooms are assigned based on party type (activities) and size.



Long Island Children's Museum

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