



Party Guidelines

Questions? Concerns? Contact Savannah Livengood (336) 723-9111 ext. 202 or slivengood@kaleideum.org

Party Times: Birthday Parties are offered at both locations on Saturday and Sunday.

Saturday party times are 10:30 am-Noon, 12:30-2 pm, or 2:30-4 pm.

Sunday times are 1:30-3 pm or 3:30-5 pm.

Party Rooms: You have the use of one of our party rooms for 1 ½ hours, in the time slots listed above. This limit includes set-up and tear down time, so please plan accordingly.

Payment: A \$75 non-refundable deposit is due at the time of booking to hold your spot. Final payment is due one week prior to the party date.

Admission: The party package includes admission all day to Kaleideum North **or** Downtown. (Party guests may NOT visit both locations as part of the party package.) Party guests are welcome and encouraged to come before or stay after the party! They are also welcome to attend a regularly scheduled planetarium show for parties at Kaleideum North.

Guest Limits: You can choose party package that includes either up to 15 children (ages one and older) or 16-30 children. All children 11 months and under are free. If you have extra guests, you will need to visit the Welcome Desk to pay for each person over the limit at regular admission price. Adults are not included in the guest count, but safety is our first concern. Our small party rooms have a capacity of **30 people**, and the large rooms have a capacity of **55 people**. Please keep this in mind when inviting your guests.

Memberships: Kaleideum Members cannot use their memberships when checking in for a party. They may not use memberships in the event that you go over your guest limit per the Membership Guidelines.

Guest List: Please have a guest list ready to hand to our Welcome Desk staff when you arrive! This will streamline the check-in process and make your party get off to a great start.

Young Guests: To ensure everyone has a great day at Kaleideum, please keep an eye on younger guests. We want to keep them safe, as well as our exhibits.

Food: You are welcome to bring food from home or have it delivered to Kaleideum. Please, no hot-pots, slow cookers, sterno heat, or candles that burn for more than 2 minutes. You can also bring your own cake or let Kaleideum take care of that for you for an additional fee. (Birthday candles are allowed!)

Cancellation Policy: Cancel more than 30 days in advance, receive the full amount (minus the \$75 deposit).

Cancel 14-30 days in advance, receive 50% back (minus the \$75 deposit).

Cancel less than 14 days in advance, receive no refund.

If Kaleideum closes the day of your party due to weather, arrangements will be made to reschedule your party.

Regular Hours of Operation: Tuesday-Friday: 9 am-4 pm

Saturday: 10 am-5 pm

Sunday: 1-5 pm

Summer Hours: Monday-Friday 9 am-5 pm

Saturday: 10 am-5 pm

Sunday: 1-5 pm