

Birthday Parties and Celebrations at the Children's Museum of Southern Minnesota

Information for Party Hosts and Guests



Planning the Party

The Children's Museum of Southern Minnesota's birthday party packages include the use of our private space for the duration of 90 minutes. Please keep this in mind as you put together your invitations and set the start time for the celebration. Saturdays are the busiest days at the Museum and the celebration space is only available at certain times of the day. Please share information about the Museum's location and parking with your guests ahead of time. The Museum is located at 224 Lamm Street, Mankato, MN 56001.

Parking

Parking for Museum guests is available at no charge in the Museum's parking lot, off of Lamm Street. Limited street parking is available on Lamm Street near the Museum.

Arrival at the Museum

As the party host, you are welcome to come to the Museum up to 30 minutes before the scheduled start time of the party to check-in, store belongings, and get ready to greet your party guests. Please park in the parking and enter the Museum through the main entrance, accessible from the parking lot. Let the Front Desk staff know that you are here for a birthday party and they will assist with the check-in process. Party guests should also use the main entrance to the Museum, then proceed to the Front Desk/Lobby area to check-in.

Presents and Personal Belongings

The Museum will provide a bin for guests to store presents and personal belongings during the party. The Museum is not responsible for any damage to Museum or personal property caused by the party host or party guests. The Museum is not responsible for any lost or stolen items.

Décor

The Museum will provide tablecloths in the celebration space and small tabletop decoration. You are welcome to bring your own decorations and party favors. Latex balloons, piñatas, confetti, glitter, rice, silly string, dry ice, sparklers, and fog/smoke machines are not allowed in the Museum. Mylar balloons may be brought in, but must be kept in the celebration space. No decorations may be attached to walls, ceilings, or exhibits.

Food and Beverages

Homemade food, desserts, and beverages are not allowed for celebrations held at the Museum. Exceptions may be permitted to accommodate special dietary restrictions and for religious reasons. Any food and beverages must be purchased through a licensed kitchen/caterer/store. Please contact us at birthdays@cmsouthernmn.org before the day of the party if you have questions about food and beverages.

Activities

Any games or special party activities organized by the party host must take place in the designated celebration space.

If you purchase an **Add-on Adventure**, your party will include a designated Museum Educator for the full 90 minutes of the celebration. The Museum Educator will organize and manage the adventure, as well as assist with the celebration (cutting cake, opening presents, and the like) so you can relax and enjoy your time with the party guests.



Wrapping Up the Party

Once the celebration time is complete, you may pay for your party at the Front Desk. The final amount will be determined by the number of guests that attended your party regardless of their membership status at the Museum. The party host is responsible for making sure all children are ready to go and picked up by their caregivers at the end of the party. It may helpful to specify an end time on your party invitations.

Museum Guidelines

Please do not eat, drink, or chew gum in the exhibit areas.

The Museum's amazing exhibit areas offer exciting play experiences for visitors of all ages. Please help us keep our exhibits clean and fun for everyone by not eating, drinking, or chewing gum in them.

Use inside voices.

Many children and adults visit the Museum each day! We want everyone to be able to enjoy the Museum, and using inside voices will help make sure they can.

Stay with your group.

We ask that all children who come to the Museum for a party stay with their adult chaperone(s) while in the Museum.

Please walk in the Museum.

Help us keep all visitors safe and having fun by walking inside the Museum.

Photography is allowed in the Museum.

You are welcome to take photos in the Museum. Please be respectful of other visitors when you take photos inside exhibit areas and Museum spaces. The Museum is not responsible for any damage to or loss of personal cameras or equipment brought into the Museum.

Suggested Timeline for Saturday Birthday Parties

Saturdays are the busiest days at the Museum and the celebration space may be available only at certain times of the day. The following are suggested timelines for planning your Saturday celebration:

With a 9:30 – 11:00 am celebration space:

- 9:15 am – arrival and set up (birthday party décor, party favors, cake, etc.)
- 9:30 am – start time for the party, with the celebration from 9:30 – 10:45 am
- 10:45 am – children can explore the Museum while adults clean up the private event space
- 11:00 am – end time for the party: pickup of personal items stored in the provided bin

With a 12:00 – 1:30 celebration space:

- 11:45 am – arrival and set up (birthday party décor, party favors, cake, etc.)
- 12:00 pm – start time for the party, with the celebration from 12:00 – 1:15 pm
- 1:15 pm – children can explore the Museum while adults clean up the private event space
- 1:30 pm – end time for the party: pickup of personal items stored in the provided bin

With a 2:30 – 4:00 pm celebration space:

- 2:15 pm – arrival and set up (birthday party décor, party favors, cake, etc.)
- 2:30 pm – start time for the party, with the celebration from 2:30 – 3:45 pm
- 3:45 pm – children can continue to explore the Museum while adults clean up the private event space
- 4:00 pm – end time for the party/Museum close time