

## **BIRTHDAY PARTY FREQUENTLY ASKED QUESTIONS**



**BUTTERFLY  
PAVILION**

### **What are my options for booking my child's party?**

- Parties are held at Butterfly Pavilion on Saturdays and Sundays. Parties last two hours and can be scheduled 9:00am-11:00am, 12:00pm-2:00pm, or 3:00pm-5:00pm. We suggest booking your party as far as advance in possible to ensure getting your ideal date and time.

### **What if I'd like a party on a different day of the week?**

- You are still welcome to bring your group and enjoy our exhibits, but due to additional activities that happen during the week, we are unable to provide party rooms any day other than Saturday or Sunday.

### **Do I have to count adults in my number of attendees?**

- Yes. All attendees over the age of 2 years old count towards your party attendance.

### **What if I don't know the exact number of guests when I make my reservation?**

- When making your reservation, choose the package size based on your best estimate. Always overestimate rather than underestimate. On the day of your party, up to 7 guests over your party package size can be added at the price of \$8/person. If there are more than 7 extra guests, the events team will increase your reservation to the next package size and will collect the remaining payment before the end of the party. If your party attendance is significantly less than expected, the events team will speak with you about your options.

### **When do I need to give you my total number of guests?**

- If your guest count changes by more than 7 people over your original package size, please let us know at least 72 hours in advance so we can make the necessary staffing and room changes. If your guest count is within 7 people, you do not need to let us know ahead of time.

### **What are your guest minimums and maximums?**

- Our smallest package size provides a party space for up to 20 people, and our largest is for 41-50 people. Any party with more than 50 expected guests must be booked through our Private Events department. You can contact them at [events@butterflies.org](mailto:events@butterflies.org).

### **What if some of my guests want to pay for themselves?**

- Due to the fact that the website collects payment at the time of booking, the easiest solution is for you to pay up front and collect payment from your guests yourself. If a different solution is needed, please contact us at [parties@butterflies.org](mailto:parties@butterflies.org) for additional options.

### **What if I or some of my guests are members?**

- All party guests, including anyone who is a member, will be included in the attendance count and needs to be paid for. If you yourself are a member, we do offer a member discount on party package pricing at booking.

### **How do I make sure people don't bring their whole family to the party?**

- We suggest including wording like this in your invitation: "This invitation includes the birthday party and admission to Butterfly Pavilion exhibits for one child and one parent. You are welcome to bring other members of the family, but they will need to pay \$8 each for their party admission"

### **Can we come early to set up?**

- You can have access to your party room beginning 15 minutes before your party start time. Due to other activities, we are unable to allow you access any earlier. Our rooms are decorated with artwork and bug displays already, but if you feel the need for more decoration you are welcome to bring your own or you can purchase one of our Decorated Party Packages. *Please be aware that glitter of any kind and hanging things from the walls/ceiling are NOT ALLOWED in the party space!*

### **Do we have extra time outside of our two hours to clean up the room?**

- No. All party activities inside the party room must be finished and cleaned up prior to the end of your 2 hour party time. *Staying late in your room will result in a \$75 overtime fee being added to your bill.*

### **Does Butterfly Pavilion provide food and drinks?**

- We do not provide any food, drink, or table service (plates, napkins, tableware, cake cutting knives, etc). You are welcome to bring any food or drink you like (alcohol is prohibited) and any table service you may need. We ask that you do not bring open punch bowls or snacks that can stain in order to protect our carpets (there will be a \$75 damages fee for any stains or damages that occur during the party). You can also have food delivered. We have a partnership with Blackjack Pizza and Nothing Bundt Cakes that include specials if you choose to have them provide food for your party.

### **How many tables are in the party room?**

- For seating, we provide 6' rectangle tables that seat 6. There will also be wooden buffet tables available for food and presents. If you do not purchase one of our Decorated Party Packages, we do suggest you bring tablecloths to help prevent any damage to the tables and make clean-up as easy as possible. Tablecloths that fit 6' or 8' tables are more than adequate.

### **Do you have refrigeration or a freezer for our party food?**

- No, we unfortunately cannot provide any refrigeration or freezer space. Coolers are allowed as long as they are water-tight.

### **Do you have a way for me to heat up my party food?**

- No, we cannot provide any kitchen equipment including a microwave or stove for your party. Crock Pots are allowed.

### **Should we bring decorations?**

- The birthday parties are held in the classrooms we use during the week. They have artwork and insect specimens in them, and we also create a custom “Happy Birthday” sign to be projected on to one wall during the party. Bringing tablecloths is highly recommended. You can bring additional decorations, but nothing can be taped or pinned to the walls or ceiling. Balloons are allowed, but they cannot go into the Exhibits area. Glitter, piñatas, confetti, and silly string are not allowed, and bringing them may result in a \$75.00 damages fee being added to your bill.

If you want additional decoration, but do not want to bring it and set it up yourself, we do offer Decorated Party Packages that include tablecloths, centerpieces, and balloons. We have three themes available that can either be added at the time of booking, or you can contact [parties@butterflies.org](mailto:parties@butterflies.org) to add them to an already-scheduled party.

### **What do I need to bring with me the day of the party?**

- Please bring a signed copy of the contract provided to you at the time of booking. In addition, you should bring any food, drink, table service (including a knife to cut the cake), or decorations you may want for the duration of the party.

### **What types of activities does Butterfly Pavilion provide?**

- In addition to Exhibits access, you can also purchase a Live Animal Encounter Add-On for your party. Live Animal Encounters can be added at the time of booking, or you can contact [parties@butterflies.org](mailto:parties@butterflies.org) to add them to an already-scheduled party.

### **Do we have to visit the exhibits during our two-hour party time?**

- No, you have the private room for two hours, but you can visit the exhibits after your party starts and stay until we close at 5:00pm. Please note that you must vacate the room after the two hour slot before moving on to additional exhibit time. *Being in the party room longer than your allotted time will result in a \$75 overtime fee being added to your bill.* Attendees at the 9:00am and 12:00pm party slots cannot access exhibits prior to their parties, but if you book a 3:00pm party you can arrive at 1:00pm to see the exhibits (with access to the party room starting at 2:45pm – please note we cannot store things prior to your party) since your party time goes until closing.

### **Where do we and our guests go when we arrive?**

- You and your guests will go to the Private Events entrance which is located under the green awning near the flagpole to the east of the main entrance doors. There will be signs outside the main entrance and at the end of the awning directing guests towards the correct door.

### **Is there a schedule people have found work best for their parties?**

- The following schedule is what we recommend for a relaxing, fun party:
  - **15 Minutes Before Party:** Check in with your Party Ambassador, hand in your contract, and verify all of your party details.
  - **10 Minutes Before Party:** Begin to unload your car and setup the party room
  - **First 15 Minutes of Party:** Allow this time for your guests to arrive and socialize
  - **Next Hour of Party:** Your Live Animal Encounter will be scheduled during the time. This is also a great time to bring out food, drinks, and do any other activities you have planned. If you have not scheduled any extra activities, feel free to roam the exhibits and attend one of our Spineless Spotlights.
  - **Last 30 Minutes of Party:** Return to your room for cake and presents, as well as your guest send-off.
  - **Last 15 Minutes of Party:** Pack up belongings and clean up all food and decorations. Check out with your Party Ambassador and finalize any last-minute questions or details