

NUMU MakerSpace Birthday Parties

FAQs for hosting your one-of-kind birthday celebration!

Questions?

Email education@numulosgatos.org

Call 408.354.2646

Basic Party Itinerary: You should expect to hear from your Birthday Party Coordinator 2-4 weeks before your party to discuss all the party planning details.

9:30am-10:00am	Set-up	Parents are welcome to set-up 30 minutes prior to the event start time. Additional set-up time may be arranged with your Birthday Party Coordinator.
10am-10:15am	Introductory Activity	Parents can choose one of the following: <ol style="list-style-type: none"> 1. Themed coloring page 2. One of 5 party games (**listed below) 3. Free drawing activity 4. Themed activity sheet
10:15am-11:10am	Main Craft Activity	Based on selected party theme
11:10am-11:15am	Clean up and snacks set up	Hosts are responsible for party clean up. Party Coordinator can assist with cleanup.
11:15am-11:45am	Food and cake	Hosts are responsible for serving and set up. Party Coordinator can assist if necessary.
11:45am-12:00pm	Coordinator-led party game: Party Coordinator leads a party game which helps young guests burn off excess “party excitement” and gives hosts time to pack up* *Dependent upon time	**Choose one from the following game themes: <ol style="list-style-type: none"> 1. Partners in Pen 2. Pictionary (for kids) 3. Musical Statues 4. Who’s got it? 5. Lonely Ghost
12:00pm-12:15pm	Clean-up	Hosts are responsible for serving and set up. Party Coordinator can assist if necessary.

FAQs

What is expected of Adults/Chaperones?

Chaperones will need to take on some of the same responsibilities. They will be expected to:

- Monitor the behavior of the children you are accompanying, and remind them of the rules, if necessary (no touching other materials other than what they are given, no running or yelling, and staying in the NUMU Studio)
- Listen to activity directions and help children with art-making
- Assist children with bathroom breaks (unattended children in the exhibitions are not allowed)
- Assist the instructor in passing out art-making materials and help with clean-up
- If a child seems to finish early, invite them to continue working on their art or an alternate project such as coloring/drawing. Alternatively, ask them to tell you more about their artworks.

Is Food Provided?

The museum does not provide food, unless arranged otherwise. Cupcakes can be provided as an addition, which includes tablecloth, plates and napkins for \$ 120 (serves 20 guests).

You can bring your own food items. A small fridge is located in the museum's kitchen area and may be used to store food trays that require refrigeration. A small freezer is available to store ice.

You are welcome to order food to be delivered to NUMU. No food or drink is allowed in the exhibition galleries.

How Long Can We Stay?

MakerSpace Birthday parties include museum admission for 20 guests during the museum's regular hours of operation, 11:00am to 5:00pm.

The MakerSpace is available for the party host's exclusive use for the duration of the party (excludes set-up and clean-up). An additional 30 minutes of set-up time and 15 minutes of clean-up time are included in the 2-hour rental period. An extra hour of party time may be purchased, if arranged prior to the party date.

Party hosts are responsible for clean up, however the Birthday Party Coordinator is be available to assist as needed.

Are Adults/Chaperones Party Guests?

Adults and children are both counted as party guests. Your party includes museum admission for 20 guests. Additional guests may be added for an additional price of \$10 per guest.

Please note: One adult (18 yrs+) for every 5 children must be onsite in the MakerSpace. NUMU members will not be counted among your 20 invited guests.

If you wish to host a party for more than 30 guests, please contact:
operations@numulosgatos.org

Unattended children are not allowed in the museum galleries.

Can I get assistance unloading party supplies from my vehicle?

If you need help unloading your vehicle with party supplies, please let us know one week in advance of your party. On the day of the party, when you are 10 minutes away from arriving at the museum, please call the Party Coordinator at **408.354.2646**. Park in the loading zone parking stall located behind the museum (located off Pageant Way), and activate your vehicle's hazard lights. A staff member will be waiting to assist you.

Where should my guests park?

Museum visitors are welcome to park in the following areas:

Civic Center Parking Lot - located off Villa Avenue (in front of the museum)

Pageant Parking Lot - located off Pageant Way (behind the museum)

Street parking is available on Villa Avenue, Pageant Way and E. Main Street

*Free Parking on Weekends, 90 minute parking M-F 9-5

Can I choose the party theme?

Yes, that's what makes MakerSpace Birthdays special! For an additional fee, party hosts can choose a custom party theme of their choice and we prepare a complimentary craft and banner. The theme must be communicated to the party coordinator 3 weeks prior to the party date. Email: makerspace@numulosgatos.org

Alternatively, you can choose from one of our 7 fun themes and their accompanying projects.

Themes: Beach Boardwalk, Cars & Planes, Magic, Fairies & Princesses, Comics, Modeling Clay Movies, and Animal Safari.

What Supplies Do I Need to Bring?

The museum provides tables, chairs, a custom birthday banner, balloon bouquet, and all craft materials. Party hosts bring any additional supplies including serving utensils, tablecloths, napkins, plates, forks, cake knife, candles, lighter/matches and additional room decorations if desired.

Scheduling The Party

Your party date will be confirmed when your party request is submitted to NUMU and an invoice is issued. Full payment is required 3 weeks prior to the scheduled party date, if payment is not received NUMU retains the right to cancel the event.

Email: education@numulosgatos.org

What if I need to cancel the party?

MakerSpace birthday parties may be cancelled with a full refund, only if written notice is received/emailed 3 weeks prior to the scheduled party date. NUMU will retain \$100 and refund the remainder in the original form of payment for cancellation made within 3 weeks. Send refund requests to: education@numulosgatos.org

List of party themes with descriptions

1. **Cars or Planes: best for ages 4+**

Is your child obsessed with planes, trains or automobiles? Get their party on the road with a fun project where kids will end up with wheels or propellers that really turn!

2. **Animal Safari: best for ages 4+**

Take party guests on an animal safari where they provide the animals! This is the perfect party for your animal obsessed child!

3. **Modeling Clay Movies: best for ages 4+**

Lights, Camera, Action! Use modeling clay and imagination to make a short stop motion movie!

4. **Fairies & Princesses: best for ages 5+**

Party kids will enjoy a craft kit for a queen... or a fairy princess! Enjoy designing and decorating a character who looks as magical as you feel!

5. **Beach Boardwalk: best for 6+**

Come on down to the NUMU boardwalk and enjoy some homemade fun! If your kid has always wanted to make their own midway games, they'll love our beach boardwalk party.

6. **Comics: best for ages 7+**

Pow! Biff! Have a comics-obsessed kid? This party is perfect for kids who love superheroes, manga, or any other kind of comic!

7. **Magic: best for ages 6+**

Get ready for a magical birthday! With our Harry Potter inspired birthday party, kids will experience the magic of Hogwarts without having to leave home!