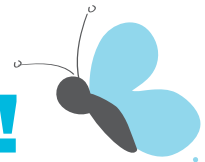


# Birthday Celebration FAQs!



**Q: Where do I unload?** You will be able to unload at our Loading Dock, which is located on the north side of the Museum off of Cannon Drive. Staff will assist you with a cart and lead you to your party room. You will receive one parking space on our Loading Dock for the duration of your party.

**Q: How will the room be set-up for our party?** A final guest count must be submitted ten days prior to your party date. Your party room will be set up based on your final guest count. Guests will be seated at 60" round tables, which seat 8-10 guests per table. We also provide two 8' rectangular tables for your food and beverages. A gift table and cake table are also included. White paper table cloths for all tables are available based on your preference.

**Q: Who will set-up the room for the party?** Tables and chairs will be set up by Nature Museum staff prior to your arrival. You will be responsible for setting up your décor, food and beverages. One half hour is included prior to your scheduled party time for décor, food and beverage set up.

**Q: Are highchairs available?** A limited number of wood highchairs are available in the Museum's café. The quantity is based on availability. You are welcome to bring highchairs or booster seats from home.

**Q: Do I have to use one of the preferred caterers on the Birthday Party Flyer?** For ease of delivery, you are encouraged to use one of these preferred caterers. Outside caterers must be approved by the Special Events Department. All alcohol must be purchased, delivered and served through a licensed exclusive Nature Museum caterer.

**Q: Do you have a refrigerator or ice onsite?** The Museum does not have refrigeration or ice available for your event.

**Q: What is Amazing Animals?** Amazing Animals is an exciting half hour program led by a Nature Museum staff member. A critter who calls the Nature Museum home will be brought into your party room for a one-on-one encounter!

**Q: Is parking available for my guests?** Convenient parking is available. Options do alternate seasonally, so please refer to our website for up-to-date information.

**Q: How do my guests receive admission the day of the party?** Your guests will receive their admission when they check in for the birthday party at our front desk.

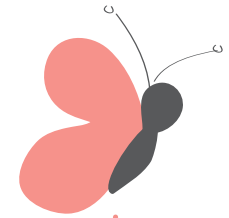
**Q: Will I have an onsite coordinator the day of our party?** Museum staff will assist with the load-in and load-out process, as well as directing your vendors and/or deliveries to your party room.

**Q: Who is responsible for clean up?** You are responsible for properly disposing of all garbage accumulated during your party. Garbage bins and recycling bins will be provided in your party room. Museum staff will break down all tables and chairs.

## Planning Tips

**\*What you should bring:** Decorations, utensils, cups, plates, napkins, matches/lighter for birthday candles, ice.

**\*What we need from you:** 10 days prior to your event date, we require your final guest count and a vendor delivery schedule.



THE PEGGY NOTEBAERT  
**NATURE MUSEUM**  
*The Museum of the Chicago Academy of Sciences*

Just off Lake Shore Drive  
at Fullerton in Lincoln Park  
773-755-5155  
[naturemuseum.org/events](http://naturemuseum.org/events)