

Mayborn Museum Complex Birthday Party FAQs

1. Who do I call for information?

Call 254-710-1194 between 10:00 am and 5:00 pm, Monday through Friday. Please call early to assure your preferred date.

2. What dates and times are available?

When space is available, we are happy to accommodate a party during our regular museum hours. The typical party times are Thursday night 5:30 – 7:30 pm, Saturday 10:30 am – 12:30 pm or 2:00 – 4:00 pm, and Sunday 2:00 – 4:00 pm.

3. How much does it cost to book a party?

You may book a birthday party for a one-time fee of \$125. Museum members receive a 20% discount, which is a one-time fee of \$100. Check or credit card is the preferred method of payment, and booking may be done between Mondays through Fridays 10:00 - 5:00. If the guest limit of 30 is exceeded (including children), there will be a \$4.00 charge for each additional guest. Birthday Parties are NOT booked until scheduled and full Payment is received.

4. What does the booking fee include?

You will have an assigned birthday party room for up to 30 people (children and adults) for 2 hours (plus 30 minutes of set-up time). The room is equipped with: 1) sink 2) refrigerator 3) freezer 4) tables and chairs 5) trash receptacles. The booking fee also includes admission to the museum for all of your guests.

5. When can I arrive?

You may arrive up to 30 minutes prior to your scheduled time to decorate the party room. We ask that you please avoid attaching any decorations to the walls.

6. Where do I go when I arrive at the museum?

Please check-in with the information desk located at the side entrance in order to meet your party host. You may temporarily park at the side door to unload your supplies.

7. Where should the party guests enter?

We ask that your guests enter through the front doors of the museum. A staff member will direct your guests to the party room. Guests should park in visitor parking on the west side of the museum.

8. What do I need to bring?

- party guest list
- cake or cupcakes, ice cream, drinks
- paper goods (napkins, plates, utensils, cups)
- both still and video cameras are allowed
- Optional: party favors
- Optional: table decorations (no balloons)

9. When will we visit the museum?

You are welcome to enjoy the museum any time during the 2 hours of your party. We ask that your party guests stay together as a group while you go through the museum, or you may break them into smaller groups and assign an adult chaperone to each group. Your assigned party host will assist you with directions to the various areas of the museum; however, we ask that you supervise the children at all times. Please plan for adequate adult supervision of the party guests as you are making your guest list.

10. Do I need to check-out at the end of my party time?

Yes. Your assigned party host will assist you at the end of your party time as you remove all of your belongings from the room.

11. When the party is over, can we stay and look around?

Absolutely! The cost of admission is included in the price of the reservation, but children need to be accompanied by an adult at all times.

12. What kinds of items do you sell in the museum store?

We have an assortment of party favors which will complement a variety of party themes, as well as a wide selection of educational and fun gifts for all ages! Browse some of our items online at www.MaybornMuseum.com/store. Members receive a 10% discount on all purchases. We are excited to offer you a gift registry for your birthday honoree as well.

13. What if I need to cancel my party?

We will do our best to help you reschedule your party. If you are unable to reschedule we will be happy to give you a refund.