

Birthday Program FAQs

Thank you for planning your birthday party at Cincinnati Museum Center. For you, get ready for a relaxed, stress-free day at the museum. For your birthday child, get ready for a fun, memorable and educational experience!

As your guests arrive at Museum Center, our staff will greet them in the Grand Rotunda. Alternatively, the kiosk and ticketing staff can help direct you to the party room. If you or anyone in your group has other questions, please give us a call at (513) 287-7021.

How many guests does the fee cover?

If you are booking a standard birthday party (one that takes place during normal museum operating hours), the birthday party fee covers all guests, up to 25 people.

If you are booking an exclusive party (a party taking place in the evening, after the museums have closed), the fee covers all guests, up to 50 people.

Who is counted as guests toward the party limit?

Everyone present in the party room is counted, except for CMC Birthdays team members. This includes the birthday child, immediate family members, adult guests, children and parents attending the party.

What is included in the party?

Our standard party package includes:

- Rental of a party room for an hour and a half
- Day-of party admission to the Museum of Natural History and Science, Duke Energy Children's Museum and Cincinnati History Museum for up to 25 guests
- One parking voucher for the party family
- A Cincinnati Museum Center Birthdays team member to assist you during the party
- Basic party décor and coloring sheets for the party children
- Apple or grape juice

Our exclusive party package includes:

- Rental of a party room for two hours
- Exclusive access to either the Duke Energy Children's Museum, Museum of Natural History and Science, or Cincinnati History museum for up to 50 guests from 6PM – 8PM.
- Five parking vouchers for you and your guests
- Four Museum Center Birthdays team members to assist you during the party

For our exclusive parties, additional time may be purchased in half-hour increments until 9p.m. If you wish to go longer, we recommend looking at our Museum Overnight programs. If you wish to book a private after-hours event with more guests, catered meals or multiple museums, please reach out to our Private Events team, (513) 621-3326.

Party add-ons may be purchased for both standard and exclusive parties at least two weeks prior to your party. Options for these are:

- Extra guests (limit of 10 additional guests for standard parties, 50 additional guests for exclusive parties)
- Themed programming. This is a half hour of guided educational activities and demonstrations led by our birthdays staff.
- Custom Servatii birthday cake

Ordering Food

Food options can be added on to any of our standard birthday parties courtesy of SSA. Visit <https://www.cincymuseum.org/totally-awesome-birthdays/> for a complete menu, or email Alex Strupe at alexandriastrupe@kmssa.org. Orders must be made at least ten days prior to your party. If you wish to have catering for an exclusive party please reach out to our Private Events team at 513-621-3326.

CMC will provide cups, plates, and silverware for all parties.

Bringing your own Food

Guests with severe allergies should please feel free to bring any safe food you may require. Cincinnati Museum Center will provide apple juice for all parties and tap water is available in each of our party rooms. Guests are permitted to bring their own birthday cakes, cupcakes, goodie bags, or deserts. Please note that there is no place on site to store frozen items such as ice cream.

We respectfully request that no other outside food be brought into the museums. If you wish to have more options please contact our caterer at alexandriastrupe@kmssa.com.

Cake

Birthday cakes may be purchased when making your reservation, or by calling our main reservations line at 513-287-7001. Cake orders must be made at least one week prior to your party.

We have a variety of food options provided by our catering company, including fruit trays, chips, cookie trays and pizza. Please note that food (other than cake) is only available for our standard party. If you want to have catering for an exclusive party, please reach out to our Private Events team at (513) 621-3326. Food orders must be placed at least two weeks prior to your birthday date.

What about parking?

Our standard party package includes a parking voucher for the party family. Exclusive party packages include five parking vouchers. Additional parking passes may be purchased from the main ticketing kiosk for \$6 per car.

What can I bring to the party?

CMC has basic decorations and tablecloths and will set these up for each party. Guests may bring their own party decorations, goodie bags for party guests and their own birthday cakes. Tables in our classrooms are six foot rectangular. Guests are permitted to hang banners inside of the classrooms. If you wish to hang a banner we ask that you use only painters tape to do so.

Due to fire code regulations, helium balloons are not permitted inside of Museum Center.

Outside food or drinks that have not been purchased through our catering company (apart from birthday cakes or goodie bags) are not permitted.

CMC will provide cups, plates, and silverware for all parties, as well as juice. Tap water is available in all classrooms.

Can we stay in the room after the party?

Our standard parties run 1.5 hours and exclusive parties run for 2 hours. At the conclusion of your party, all presents, leftover food and/or personal items must be removed from the party room.

For our exclusive parties, additional time may be purchased in advance (no later than two weeks prior to your party). Time may be purchased in half hour increments until 9:30p.m.

When does Cincinnati Museum Center close?

Cincinnati Museum Center is open seven days a week, every day except Thanksgiving and Christmas. Museum hours are from 10 a.m. to 5 p.m.

What if I cancel the party?

When you cancel more than 21 days before the party we refund your payment in full. If you must cancel 21 or fewer days in advance, we will deduct a fee. Fifty dollars will be deducted for cancellations made seven to 21 days in advance; \$75 is deducted for one to six days in advance; and \$100 is deducted for cancellations made the day of the party. Refunds are not available for purchased food items.

How early do I need to call to place my reservation?

We ask that parties be reserved at least three weeks in advance and payment is required at time of reservation.

How can I contact you with questions?

Call (513) 287-7021 Monday through Sunday, 9 a.m. to 5 p.m.