



# Muttart Conservatory Birthday Programs

Thank you for booking your birthday party with the Muttart Conservatory! This package is intended to provide you with information about your program and our facility, and answer some frequently asked questions.

For any booking questions, modifications or cancellations, please contact our birthday party booking office directly:

Email [artsattractionsbookings@edmonton.ca](mailto:artsattractionsbookings@edmonton.ca)

## Your Birthday Party

### Included in the Program Fee

- A thematic 1.5 hour program delivered by an interpreter: including a planting activity where each child pots a plant to keep followed by a one-hour room rental.

## Birthday Party Preparation

### Group Size & Adult Supervision

The maximum number of people (including parents and siblings) for your party is **25**. At least 4 adults are required to stay with your group and assist with supervision. Additional guests beyond the 25 maximum are not permitted.

Supervisors are to help the kids with program activities and making sure everyone is following the Muttart Conservatory guidelines listed below:

## Facility Guidelines

The Muttart Conservatory is a living **museum**, so there are rules that visitors must follow:

- Stay on the paths in the pyramids; walk slowly, taking time to observe everything around you.
- No climbing on rocks, ledges, benches, etc.

- Use quiet, indoor voices.
- Only touch things that your program leader invites you to touch (for safety)
- Don't pick any leaves, flowers, or fruit from the plants.
- Don't pick up leaves, flowers, or fruit that have fallen on the pathways -- sometimes these aren't safe and could irritate the skin, for example.
- What you see in the pyramids stays in the pyramids.
- No food or drinks allowed in the pyramids.
- Groups are responsible for cleaning up after themselves.
- Remember to:
  - Put all garbage and recycling into the appropriate containers.
  - Remove any leftover food, drinks, and decorations.
  - Pack up all items and be ready to leave the party room on time.
  - There may be another program or rental using the room after you, so this is important.

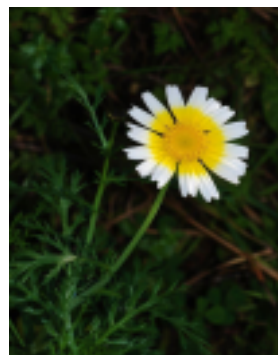
## Inclusion Needs

To help us deliver the best program we can for your particular group, please inform us about students with inclusion needs in advance of the program if you think there's anything we should know to include all participants.

Inclusion needs may include:

- Learning disabilities
- Physical disabilities or limitations
- Medical conditions (especially plant-related allergies)
- Behavioural and sensory-related conditions

With advanced notice, modifications can be made to better include all participants and if needed a sensory backpack may be rented for the duration of the party.



## Arrival Procedures

The Muttart Conservatory is located at 9626-96A Street. Parking is provided at no charge in the main parking lot. Please meet your program leader at the main entrance before your program.

## Early Access to Site

**You can enter the facility 15 minutes before your program start time** to bring in your supplies, food, etc. When you are contacted by a member of our team before your program date, tell them if you are planning on arriving early and we

will inform your program leader.

## Guest Arrival

If the party is in the afternoon, guests arriving at Muttart should let the front desk staff know they are here for a birthday and they will be directed to the party room.

If the party is in the morning, ask your guests to arrive close to the official start time (5-10 minutes before). The program leader will temporarily open the front gate just before the program. The facility does not open to the public until 10am, so the front gate will be locked and guests will not be able to get in on their own.

**Ask your guests to call your cellphone when they arrive so that they can be let into the facility.** This helps with guests that arrive late, too. You could also station one of the adult supervisors at the front gate to help your guests enter the facility.

## Clothing

Please ensure children have comfortable, supportive shoes that can be worn throughout the program. In winter, we suggest participants bring indoor shoes to change into during the program since heavy winter boots can be uncomfortable inside. Some pyramids can be quite cool in the fall, winter, and early spring. Guests are advised to wear long sleeves and/or a sweater during these months.

## What to Bring

- Your party guests and a fun-filled birthday celebration spirit!
- **Newspaper and plastic shopping bags are helpful in the winter time.**

**Each child will pot a seedling to take home during the party, and in the cold winter months these items will help protect the plants on their way home.**

## Food

You are responsible for supplying all food, drinks, plates, and cutlery for your party. There are no cooking facilities at the Muttart Conservatory, so all food must be prepared prior to the birthday party. If you are bringing food and/or drinks that you want to keep cool, we suggest you bring coolers for these items.

Remember that you are responsible for cleaning up any food, drinks, or decorations that you bring and that you need to be ready to leave the party room on time (at the end of the room rental, as shown on your booking confirmation).

The café at Muttart, Café Bloom, can provide catering for birthdays. Please contact them directly if you are interested in finding out more.

## Decorations

You may bring your own decorations for your party room, including:

- Tablecloths (we can supply reusable ones or you can bring your own)



- Table-top decorations
- Banners (hung with masking tape only)
- Non helium balloon arches and weighted helium balloons are allowed in Centre Court and the Classrooms only.

The following items **are not** permitted:

- Sparklers
- Items needing to be tacked or nailed to walls
- Items needing to be hung from the ceiling

## Program Cancellations

All adjustments and cancellations must be provided in writing via email at:

[artsattractionsbookings@edmonton.ca](mailto:artsattractionsbookings@edmonton.ca)

- Programs run rain or shine
- Cancellations with 8 - 30 days' notice are subject to a fee of 50% of the program cost.
- Programs cancelled with less than 7 days' notice will be charged the full program fee.



## Frequently Asked Questions

### 1) What happens if I need to end the program before it is scheduled to end?

Please let your interpreter know prior to or at the start of the program when you would like the program to end, so that they will end the program with enough time to ensure the group is back in the party room for parents to pick-up their children.

### 2) What happens if we arrive late?

Your program will begin at the scheduled start time OR when you arrive at the Muttart Conservatory and are ready to begin. The program will end at the scheduled end time indicated on your booking confirmation sheet and cannot be adjusted the day of.

**3) What happens if my child is sick the morning of my program and I want to cancel/reschedule?**

If you want to cancel and/or re-schedule your program for any reason, please refer to the Program Cancellation policy section.

**4) Do we have the room rental for the whole time?**

Yes. Food, presents, and other belongings can be left in the room during the 1.5 hour program of activities. Many of our program activities will take place outside of the room in other locations around the facility, so we will not be in the one room the entire time. We usually draw the doors closed when the party is out of the room. The rooms do not lock. Please bring small valuables, such as purses, with you. Our classroom 1 space is multipurpose and is used for plantings sometimes by other groups when your party is not using the room.

**5) Do we need to clean up afterwards?**

Your interpreter will sweep the room after your party and put away the tables and chairs. Please be considerate and help our staff by ensuring that all garbage and recycling is placed into the correct receptacles. Additionally, please assist our staff with any large messes your group makes (i.e., spilled food/drink). If you need more paper towels, please ask your interpreter for some.

**6) Can parents/guardians enter the facility to drop-off/pick-up their child without paying admission?**

Yes. Ask parents/guardians to let the front desk staff know they are here to drop-off/pick-up a child for a birthday party.

**7) Can we have the room rental before the 1.5-hr program?**

Sorry, but the program activities must be done before the 1 hour room rental. The interpreter will be cleaning up the program activities while you have your rental time.

**8) My children are young (i.e., 4 yrs) and may not be ready for 1.5 hrs of continuous programming.**

**a) Can we have a snack/bathroom break in the middle of the program?** Yes. Please include this request at the time of booking.

**b) Can we have a shorter program (i.e., 1 hour), and use the extra time to extend the room rental time by an extra 30 minutes?**

Yes. Please include this request at the time of booking.

**9) I have only 15 children, but 10 adult guests as well. Can they all participate without the adults paying extra admission?**

Yes. The maximum group size for the party is 25 (includes kids, siblings, and adults).

**10) Do you offer any birthday programs for infants/toddlers (children under the age of 4)?**

Our current birthday programs and the program activities we offer are designed for children aged 4 years and up. Some families choose to book combined family birthdays, where the majority of children are 4 years and up. Younger children (siblings) are welcome to attend these birthdays with additional adult supervision; however, they may not be able to, or be interested in participating in all of the activities. Please call our birthday program bookings office if you are interested in booking a mixed-age birthday party and would like more information.

**11) What happens if the birthday party is not for children?**

No problem at all! We are happy to have all guests! The birthday experience for 18+ is an in depth 1 hr tour of the pyramids plus a planting activity to take home with the extra room rental time.

**12) Can I tip my interpreter if they did a great job?**

No, City of Edmonton employees cannot accept money. Once the program is over, you can thank them verbally. You are welcome to offer them a piece of cake or other food to express your appreciation.

*We look forward to seeing you at the Muttart Conservatory!*