

Birthday Party Guidelines

Board Room Package For 60 People

Unloading: You can unload your car at the entrance on the west side of the building.

Assistance: You will be assigned a party attendant to assist you in checking in your party guests and for general questions.

Time Allotment: Your package gives you access to the party room for a total of 4 hours. It is broken up into three time allotments: 1 hour before the party for setting up, 2 hours for the party, and 1 hour for clean-up.

Decorations: You have 1 hour before the party to complete your decorations. Any types of non-flammable table-top or floor decorations are permitted. Decorations attached to either the ceiling or the walls are not allowed.

Refreshments: All party foods and beverages are to be contained and served within the party room. No alcoholic beverages are allowed on the grounds. Party packages do not include the museum's outdoor picnic tables or other style seating areas.

Refrigeration: Feel free to use the refrigerator and freezer inside the catering kitchen. Make arrangements with your party assistant if you have any food that needs refrigeration after your party ends.

Heating Devices: Although you cannot cook food in the party room, crockpots and electrical warmers are permitted to keep your pre-cooked foods warm.

Post-Party: After your actual party, you and your guests can enjoy the museum, Memphis Grand Carousel, and the H2Oh! Splash Park for the remainder of the day.

Head Count: Your package includes paid admission for up to 60 people. Everyone that enters your party room (including adults) counts toward that total.

Additional Guests: A fee of \$24 will be charged to your credit card for each unexpected guest over the allowed head count.

Collateral: You must provide a physical valid credit card and signed birthday agreement to your party assistant before we can unlock the doors to the party room.

Please note that CMOM management has final authority on all party matters.

Parties are nonrefundable. In the event of an unforeseen closing, emergency, etc., please get in touch with Brad Laney at 901-458-2678 ext. 251.

Guests are allowed a 12-month window to reschedule their event with prior approval.