

Palouse Discovery Science Center

Birthday Booking Guide

Celebrations at Palouse Discovery Science Center are a truly memorable event! To make the most of your experience, please review the details below and reach out if you have any questions or need accommodations.

Arrival, Set up & Decorations

Party hosts may arrive 15 minutes prior to the reservation time. **Please do not arrive early**, the room will not be ready and you will be asked to wait. Our helpful staff and volunteers are usually available to help bring items in from the car, and don't be shy about asking to borrow a hand cart.

All decorations must be fully removed by the end of the reservation time. In our experience, decorations are the easiest to set up/take down include things like banners, streamers, and pre-filled balloons. You may also bring a USB thumb drive or screenshare to the SmartBoard to play a photo slideshow during the event.

Safety & Prohibited Items:

Children are the responsibility of the party hosts and other adult guests and should be **supervised at all times**. We recommend a ratio of 1 adult: 5 children. Children should not be sent out to the exhibit hall without a chaperone. We will ask any unsupervised children to return to the party room until they have a chaperone present.

We do not allow piñatas, confetti poppers, or fireworks for safety reasons. You may have birthday cake candles, but no Lotus/blossoming candles please.

Please do not bring any party favors or gifts (play swords, nerf guns, baseball bats, buckets of slime...) that might accidentally cause injury to other guests or damage to our exhibits. We ask that all favors be given out at the end of the party so they are not lost or misplaced in the exhibit hall.

Food & Drink

You are welcome to bring your own food and drink. However, alcohol is not permitted and all food and drink should be kept in the birthday area. We ask that all guests wash hands before and after eating.

There is a refrigerator available for your use. We also have matches and a cake knife if you forget at home.

If you are ordering pizza or other food, please arrange the delivery time for as close to your party start time as possible, so that any unintended delays do not affect your ability to clean up and clear out on time.

Clean up & Departure

All decorations & food/drink must be cleared by the end of your rental time. Staff will take care of the garbage, recycling, sweeping, mopping and wiping down tables. We just ask that all your belongings and guests are out of the room on time so we can clean and reset the space.

If you have a morning rental (10-12) your guests are welcome to stay after the rental time ends and explore the exhibit hall further. If you have an afternoon rental, please be aware that PDSC closes at 3:00 pm and guests may not stay beyond this time.

Failure to completely clear out of the birthday room by the end of your reservation time will result in a \$50 fee, billed after the event.

Extra Guests & Extra Time

Beginning March 2023, each birthday booking is for 2 hrs and includes up to 20 people (child or adult). The birthday area only seats up to 20 guests, however you may increase the number of guests to a maximum of 30 if you do not need seating for everyone at the same time. Extra guests, above the included 20, will be charged the daily admission rate: \$6.00/child and \$7.50/adult. Please notify frontdesk@palousescience.org if you plan on having extra guests. It is the responsibility of the party host to arrange payment for any and all extra guests.

We cannot allow extra time for set up or clean up or add extra time to a reservation. If you need more time for your celebration, please contact frontdesk@palousescience.org and we can discuss options for making a “double-booking” or after-hours booking.

Sample Schedule

The party host can decide how they want to structure the event. You can chose when you want guests to explore the exhibit hall, and when you want to gather for cake and such.

Example 10:00am booking:

9:45 – Arrive, unload and set up

10:00 – Greet guests & explore the exhibit hall

11:00 – Gather back up in the birthday room to wash hands, have cake/snacks and open presents.

11:45 – Begin clean up

Refunds and Cancellations

Reservations are final upon receipt of payment and are non-refundable. If you need to cancel your booking for any reason, please notify frontdesk@palouescience.org as early as possible. Our team will try to find a date and time to reschedule, but we cannot guarantee availability.