



# BIRTHDAY PARTIES AT SCI

## Frequently Asked Questions

**SCIENCE  
CENTER  
OF IOWA**  
& BLANK IMAX<sup>®</sup>  
DOME THEATER

PHONE: 515-274-6868 ext. 222

EMAIL: [events@sciowa.org](mailto:events@sciowa.org)

FAX: 515-274-1468

WEB: [sciowa.org/groupvisits](http://sciowa.org/groupvisits)

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## PARTY PLANNING

### HOW SOON SHOULD I BOOK MY PARTY?

We recommend that all parties be booked at least one month in advance. Parties booked 7 days or less from the date of your party cannot be guaranteed preferred program choice.

### HOW DO I BOOK MY PARTY?

Call (515) 274-6868 to save your date. Please make your reservation at least 2 weeks in advance. All parties must be paid in full at the time of booking.

### WHEN CAN I HAVE MY PARTY?

Parties can be scheduled on Saturdays at 10:30 am, 12:30 pm and 2:30 pm and on Sundays at 1:00 and 3:00 pm.

### WHAT HAPPENS IF I WANT TO RESCHEDULE MY PARTY?

Due to the high demand of birthday parties at SCI, any rescheduling of your party's date or time will result in a \$50 rescheduling fee. This will be due at the time of rescheduling. Please note that a specific date or time cannot be guaranteed when rescheduling.

### WHAT HAPPENS IF I NEED TO CANCEL MY PARTY?

Should you cancel your party 7 days or less before the scheduled date; SCI will refund 50% of the party fee. Parties cancelled more than 7 days before the scheduled party date will have 75% of the party fee refunded.

### WHAT DO WE DO IN CASE OF INCLEMENT WEATHER?

In case of inclement weather, please watch the local news to see if the Science Center of Iowa is closed. You also can call our weather line at 515-274-6868. If the Science Center of Iowa is closed, we will reschedule your party at no additional fee. Specific dates or times cannot be guaranteed, but we will definitely work with you on times and dates.

### DO YOU PROVIDE PARTY INVITATIONS?

Yes! Please ask us about our invitations when you book your party.

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## GUESTS & ATTENDANCE

### WHEN SHOULD WE ARRIVE?

Your party will start at the designated party time you have booked. We ask that you arrive approximately 20 minutes early and your guests arrive approximately 10 minutes early to allow for parking and traffic.

### WHERE SHOULD I TELL MY GUESTS TO GO WHEN THEY ARRIVE?

We ask that the parent who booked the party check in with the Box Office desk at the time they arrive. A Science Center of Iowa staff member (your "party-ologist") will meet you and escort you to the party room. You will be given 20 wristbands for admission into SCI's exhibits after the party. Additional wristbands may be purchased by contacting the party-ologist at a \$5 per wristband. All participants over the age of 2 (except for the parents of the birthday child and the birthday child) will need to have a wristband.

### **WHAT IF I HAVE GUESTS WHO ARE GOING TO ARRIVE LATE?**

All guests, no matter of when they arrive, are counted as part of the 20 guests. All guests will need wristbands.

### **IF I HAVE GUESTS THAT ARE MEMBERS, DO THEY GET IN FREE?**

The Science Center of Iowa members do not receive a free or discounted price and they do count as part of the total number of participants for the party.

### **HOW MANY GUESTS CAN I HAVE?**

Your party fee is for 20 guests (including adults). The birthday child and his/her parents are not included as part of the 20. The host parent will be given 20 wristbands from an SCI staff member to hand out to guests. All guests will need a wristband. Children under 2 will not be charged or need a wristband. All additional guests above the allotted 20 are an extra charge (\$5 per person). This charge is to be paid before the end of the party, and any additional fees will be billed to the host parent.

### **DO I HAVE TO PAY FOR ALL OF MY ADDITIONAL GUESTS?**

It is the responsibility of the birthday party family to limit the guest list to the appropriate size, as they will incur a charge for each additional party guest. Payment is due in full before the end of the party. Children under 2 will not be charged. The host family can decide to collect the \$5 fee from each additional guest or pay for the charges themselves. All payments need to be made at one time.

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## **FOOD & BEVERAGE**

### **CAN I BRING FOOD OR DRINKS INTO THE SCIENCE CENTER?**

Please note that the only outside food that you are allowed to bring is the cake for the birthday. Cupcakes or cookies may substitute for the cake. All drinks and additional food items must be purchased through the Food Chain Café. The catering option form will be emailed to you at the time you book your party. Additional items may be purchased, so please feel free to call ahead to build your perfect meals/snacks.

### **DO I NEED TO PROVIDE PLATES AND FORKS?**

No. As part of your room rental, the Science Center of Iowa will supply plates, cups, napkins, forks and tablecloths for your party. These are done in lime green and purple, which are SCI colors. If you wish to have different colors for your party, please be aware that you will need to provide those yourself, and let us know ahead of time not to decorate the room. Tables for guests are rounds, and tables for presents and cakes are rectangular.

### **WHAT IS AVAILABLE FOR PURCHASE FROM THE CAFÉ?**

Please review the Catering List from the Food Chain Café for your birthday party food and drink. The Café can provide anything from snack and drinks to full meals.

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## **PARTY ROOM**

### **WHEN CAN I GET INTO THE PARTY ROOM?**

The party room will be available approximately 30 minutes before the start of your scheduled time. All parties are scheduled to have the space for 1 hour from the time of your scheduled start time.

### **ARE DECORATIONS PROVIDED?**

Yes, the Science Center of Iowa provides tablecloths, plates, napkins, forks and cups for the party.

### **CAN I BRING MY OWN DECORATIONS?**

Yes, you may bring in additional decorations as long as they do not hang from the ceiling. If there is something you'd like to hang, please ask a staff member, and they will find an appropriate location. Please do not bring confetti, glitter, fog or smoke machines, candles or helium balloons.

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## PACKAGE OPTIONS

### WHAT DOES THE PARTY INCLUDE?

Your party includes exclusive use of the birthday party room for 1 hour, an SCI "Party-ologist," a live 15-minute program, decorations, General Admission for 20 guests and 3 free parking passes to the SCI parking garage.

### CAN I ADD AN IMAX FILM?

Yes, you can purchase IMAX tickets at the group birthday rate of \$5 per person. Please check our website for IMAX show times and availability. Please note the IMAX film time you wish to purchase tickets for must be paid for prior to visiting the film. These tickets may be purchased ahead of time with the Sales Office or the day of the party at the Box Office. Film times are available at <http://www.sciowa.org/imax/schedule/>.

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## MAP AND DIRECTIONS

The Science Center of Iowa is located in downtown Des Moines at:  
**401 W. Martin Luther King Jr. Parkway, Des Moines IA 50315**

### From the West

- Exit I-235 on Martin Luther King Pkwy
- Travel South on Martin Luther King Pkwy
- Turn East onto Martin Luther King Jr. Pkwy
- Turn North onto 5th Street
- Turn East onto Market Street
- Head to SCI entrance

### From the East

- Exit I-235 on 3rd Avenue
- Turn West onto Court Avenue to 4th Street
- Turn South onto 4th Street to the SCI entrance

### From the South

- Travel North on SE 14th Street
  - Turn NW on Indianola (Becomes 2nd Street)
  - Turn West on Martin Luther King. Jr
  - Turn North onto 5th Street
  - Turn East onto Market Street
  - Head to SCI entrance
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## SCI GENERAL FACILITY HOURS

Monday	Closed
Tuesday	9:00 am - 5:00pm
Wednesday	9:00 am - 5:00pm
Thursday	9:00 am - 5:00pm
Friday	9:00 am - 5:00pm
Saturday	9:00 am - 5:00pm
Sunday	12:00 pm - 5:00 pm

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**FOR ADDITIONAL INFORMATION, VISIT [WWW.SCIOWA.ORG](http://WWW.SCIOWA.ORG) OR CALL 515-274-6868**