

## PARTY ROOM FAQ

*How do I reserve the Party Room for my child's birthday?*

Call the theater at 602-262-2050 with your preferred date and performance time. We can only accommodate one birthday party per performance so it is wise to have alternative showtimes in mind. Once you pay the rental price for the room, your reservation is confirmed.

*How much does it cost to use the Party Room?*

Party room rental is \$100 for non-members; \$50 for members. The room is not reserved until the rental fee is paid. You will get a special admission rate of \$8 for each adult or child age 2 and over.

*How do I join so I can get a discount on the party room rental?*

Go to the Membership tab and select your membership. You can print out the membership form and mail or bring it in with payment, or you can join when you call the theater to reserve the Party Room.

*What if I change my mind? Is my party room reservation fee refundable?*

No. Once you have reserved the room, the fee is not refundable.

*I don't know how many will be at the party. Do I have to pay for everybody when I reserve?*

You don't have to pay for the admissions until the day of the show. Please give us an estimate of how many are expected so we can set up the theater and party room comfortably. When everyone has arrived you can settle up with the cashier.

*How long will we have use of the room?*

**You have the exclusive use of the room for an hour before and an hour after the puppet show.** You may arrive one hour before show time to decorate, but **guests may not arrive until a half-hour before show time.** Be sure to leave on time, as there is an additional \$25 charge for each 15 minutes a party overstays its rental. Please do not plan on staying late, as there may be another party or event that has scheduled the room after you.

*What is in the room?*

- four 6 foot conference tables with plastic tablecloths
- one 8 foot table with plastic tablecloths and benches
- a "throne" for the birthday child, with their name on it
- folding chairs
- refrigerator with freezer
- red wagon to help you bring things in and out
- 2 children's puppet stages
- supplies to make paper bag puppets and sample puppets
- blank bulletin board with "Happy Birthday" banner that you may decorate at will

- pictures of puppets decorating the room
- lined garbage can

*Do I bring my own cake and refreshments?*

Yes. The theater does not supply refreshments or tableware (forks, plates, napkins, etc).

*Do I need to bring an ice chest?*

You can, if you like. However, we have a full size refrigerator with freezer for your use.

*Can we have food delivered?*

Yes. People who do this usually arrange to have pizza delivered during the show. Be sure you have someone available to receive it and take it to the party room.

*Can we display pictures of the birthday child?*

Yes. There is a blank bulletin board that you can decorate.

*How about decorations, balloons and a piñata?*

The Party Room is decorated to look festive. You can bring extra decorations. Balloons are ok, but PLEASE don't take them in the gift shop or theater. The ceilings are very high in those rooms and if the balloons escape and are not retrieved, they set off our burglar alarm. Please remove balloons and all decorations after your party. Piñatas are NOT allowed.

*When should I tell the guests to arrive??*

If you are coming to a 2 pm show, your party invitation should be for 1:30 pm. That way all the guests will have arrived in time for the show at 2 pm.

*When should we leave the party room to go into the theater?*

Walk your guests across the courtyard and through the exhibit to the theater about 10 minutes before showtime. Benches and floor seating will be reserved for your party. Children may sit on the floor up front or with their parents. Adults may sit on benches or chairs, or on the floor. We ask that adults sitting on the floor sit to the side, so they will not be in front of a little one trying to see.

*Can we lock the party room?*

Yes. The party room has doors that you can lock as you leave to go into the theater. You will be given a key on a lanyard so you can let yourself back in.

*How do we get our things in and out?*

You can use our little red wagon to bring things back and forth from your car. Park on Latham Street or as close to it as possible in the parking lot. There is a ramp next to the steps on 3rd Avenue so you can pull the wagon in.

*Is use of the Party Room ever included in a family membership?*

YES! If you join at the Gold or Diamond level, the use of the party room + admission for 25 is included as one of the benefits.

*Should we have the cake before or after the show?*

AFTER the show, definitely. Party-goers are sometimes late and no one wants to miss the cake. When guests arrive they can start making paper bag puppets and even play in the child-size puppet stages. Some people have snacks before the show, but remember that food and drink cannot be taken into the gift shop or theater.

*How many people will the Party Room hold?*

At least 40, comfortably. If your party is larger, you can spill out into the courtyard after the show.

*Are we getting a private show?*

No. The general public will be at the show. Private shows may be arranged by purchasing 200 tickets at \$8 each.

*Do you have party favors?*

Yes. We have a wide variety of puppets and finger puppets in the Gift Shop. Members get a 10% discount. Puppet theater bookmarks are free and you can add these to your party bags.

*How far in advance should I book the Party Room?*

As soon as you can. We only have one Party Room, so only one party per performance can be accommodated.

*How do you acknowledge the birthday child?*

We sing Happy Birthday before the show and give them a round of applause!