DISCOVERY CENTER

PARTY PERFECT FROM START to FINISH

HERE'S HOW—

We want your special celebration with Discovery Center to be unforgettable for all the right reasons. Please take a moment to review the below information, so your party is the BLAST we know it can be!

PRE-PARTY PLANNING

Please add events@discoverycentermd.org to your safe senders list to ensure you receive all of our email notifications starting with your reservation confirmation. We will also send email reminders as deadlines near, as well as email your free admission pass after your event. We recommend booking your reservation at a minimum of two weeks in advance.

Please instruct your guests to arrive promptly to sign-in at the front desk the day of your event.

PARTY PACKAGE

Enjoy a two-hour party that includes private party room rental adorned with a birthday banner and vibrant decorations. The party package includes colorful paper goods, and our team takes care of the setup and cleanup, ensuring a hassle-free experience for you. Semi-private and private party options available.

Each guest receives admission to explore the captivating Exhibit Hall, adding an extra layer of excitement to your celebration. To make the birthday child feel extra special, we provide a complimentary Return Pass for future adventures at DCWE.

BALLOONS & FAVORS

Single balloons that are tied and weighted as well as tied and weighted balloon bouquets are permitted in at party start. Please note that all balloons must maintain at least an 18" clearance from the ceiling to meet fire code regulations.

Please note that all favors, purchased from Discovery Center or brought in, are kept at the front desk and

IMPORTANT DEADLINES

15 DAYS PRIOR TO EVENT

Party Favors/Goody Bags and Party Themes cannot be added or removed within 15 days of the event date/time.

Mascots, Special Appearances, and other approved Outside Vendors must be coordinated at least 15 days prior to your event date/time. Necessary documentation is required such as business license and proof of liability insurance.

Special food considerations for allergies and dietary restrictions need to be coordinated at least 15 days prior to event date/time to ensure availability.

5 DAYS PRIOR TO EVENT

All other party customization add-ons must be confirmed within 5 days of the event date, including Final Guest Count and Food Orders.

You may provide your own themed items as outlined in our approved décor list, preprepped and ready to use at least 5 days prior to your event date/time.

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passed out at the end of the party in the front reception/ lobby area. Our front desk attendant, will aid in distributing party favors with any special instructions you may provide. Many families choose to come up front to distribute the favors themselves as their guests exit, and that is certainly welcome as well.

PARTY DECOR

We can provide custom themes for your party at an additional fee. You may also provide your own themed items such as plates, napkins, non-breakable centerpieces (and do not come closer than 18" clearance from the 9' ceiling when placed on a table), and tied and weighted balloon bouquets. Centerpieces may not contain or be made up of any food or candy items. The first 75 minutes of your event you and your guests may enjoy the exhibit hall at your leisure. This is also a good time to make any personalizations to your room that you would like within our allowable use policy.

The following items are ***not*** permitted: Live creatures, silly string, aerosol cans, gum, sand, candy art, confetti, pinatas, loose candy/candy buffets, outside food, ice cream/ice cream cakes, cups, and outside equipment including radios, boom boxes, balloon twisting, or personal play items. We are not able to accommodate any items attached to any walls, ceilings, tables, or other fixtures within the party room.

All party packages include either a free happy birthday theme OR two solid colors of choice from a list of available color selections. White plastic eating utensils are also provided. There is no refund or substitution when opting to provide your own party decor, and all wall and ceiling items already present must remain intact.

GUEST COUNT

Our party rooms can accommodate a maximum of 32 children seated with standing room and bench seating along the perimeter for adults.

In order to ensure the safety and enjoyment of all of our visitors and meet fire code capacity restrictions, we require that you limit the number of adults to the number of child party guests, plus an additional eight. Therefore, if you have 12 children party guests, a maximum of 20 adults would be allowed. Additional adults may be permitted if space allows.

OUTSIDE FOOD

For birthday parties and reserved events, you may only bring in non-refrigerated cupcakes/cake (no ice cream cakes, cheesecakes, or dairy fillings) and a cooler of individual serving, non-alcoholic drinks. We do not permit drinks in glass containers or poured into a cup. All other food must be provided through Discovery Center. However, we will certainly work with you to meet any special dietary needs.

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Please contact us at least 15 days prior to your event if there are any specialty food items needed outside of our normal offerings. We will do our best to acquire what you need and provide custom pricing.

PARTY DAY

Check-In

We recommend arriving no sooner than 10 minutes prior to your party to sign-in and load any allowable party items. Rolling carts are provided for your convenience to transport party items from vehicle to room and room to vehicle. Please do not arrive more than 10 minutes prior to your party to avoid a waiting period to enter the exhibit hall. We are unable to accommodate early access to the party room or exhibit hall. You may enter the exhibit hall directly at party start and your private party room will be ready for use within the first 15 minutes of your event.

Party Schedule

At about 75 minutes into the party, an announcement will be made directing your party guests to move into your designated private party room. This provides 45 minutes for you and your guests to eat and relax

PARTY MENU

CATERED FOOD ITEM	QTY.	SMALL	QTY.	LARGE
Individual Snack Bags: Variety of Frito-Lay Chips, Doritos, Cheetos, and Pretzels and Goldfish (12 qty. 1–1.5oz bags)		$11.99		$19.99
Garden Salad - Lettuce, Tomatoes, Cucumbers, Croutons and Red Onions		$41.99		$71.99
Fruit Tray		$41.99		$81.99
Veggie Tray		$32.99		$58.99
Chicken Wing Platter		$72.99		$145.99
Boneless Wing Platter		$49.99 (40)		$109.99
Sample Platter: A combination of onion rings, mozzarella sticks, and chicken tenders. Served with honey mustard and ranch dressing.		$57.99		$97.99
Chicken Tender Platter		$61.99		$110.99
Assorted Wraps Tray: Small 12 qty./Large 24 qty.		$48.99		$91.99
Cheese Pizza		n/a		$16.99
1-Topping Pizza		n/a		$19.99
White Pizza				$21.99

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before the room needs to be promptly vacated at the end of your party time slot. If you are serving food to your guests in addition to cake/cupcakes, your party host will place the food on all children plates and then a facility wide announcement will be made to have the children gather in your designated party room to eat. Your party host will follow directly with the serving of cake or cupcakes.

Children may not re-enter the exhibit hall until cake/cupcakes have been served. Cake/cupcakes must be served no later than 20 minutes prior to the end of your party. This is to ensure adequate time to enjoy cake/cupcakes and pack-up time so that your event does not exceed the allotted time slot.

Personal Belongings and Gifts

For your convenience, we provide a rolling cart to transport your gifts, cards, and other party items at the conclusion of your party onto a rolling cart for easy transport to your vehicle. Your personal party host will load your party cart and bring it to the front desk about 15 minutes prior to the conclusion of your event.

Please check-out with the front desk attendant at party end, where we will review your party charges with you and provide a brief service survey for you to complete.

We are unable to accommodate gift opening during a party unless special arrangements are made in advance as this takes away from the time the children have to enjoy the exhibit hall, creates excess waste, and often times results in forgotten or lost gifts. In addition, we are unable to assume responsibility for any items brought into our facility. We will keep any found items for up to 30 days, after which time they will be donated.

Severe Weather

If there is inclement weather the day of your party, please check our website event calendar or Facebook page (https://www.facebook.com/DiscoveryCenterMD/) for up-to-date notices on late openings and closings, and alert your guests to do the same. A Discovery Center representative will also call you if a late opening or closure effects your party directly.

If Discovery Center closes due to inclement weather, we will work with the host to reschedule for a mutually agreed upon time based on current availability. If Discovery Center remains open and you cancel your party, you may reschedule your date Monday through Friday within 15 days of cancellation. An additional nonrefundable deposit may be required.

Scan to learn more and reserve your party today!

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