

# Birthday Party FAQ

Below are some commonly asked questions about the birthday parties that take place at the Schlitz Audubon Nature Center. If you have any additional questions, please feel free to contact any one of these staff:

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On the Monday prior to your party, you will be put in direct contact with the staff member facilitating your party and receive information to pay the final invoice.

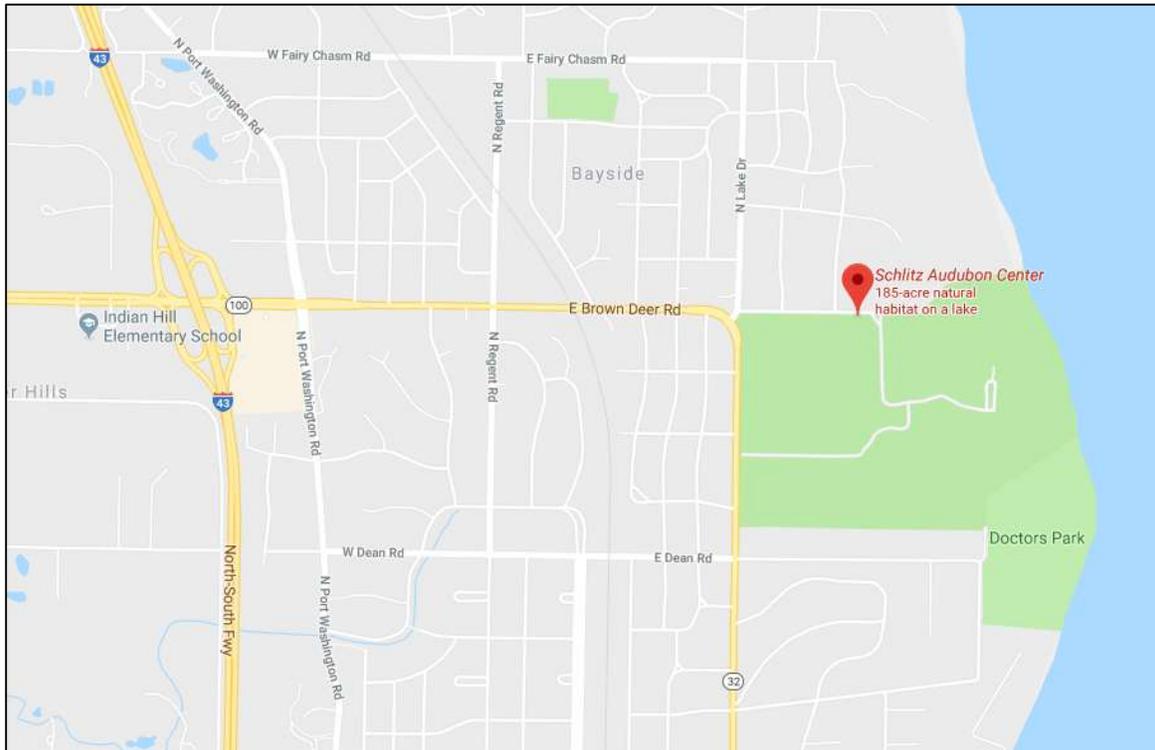
## ***Where is the Nature Center located?***

Schlitz Audubon Nature Center

1111 E. Brown Deer Road

Milwaukee, WI 53217

*\*Note that Apple Maps sometimes sends people to the neighboring Doctor’s Park when you enter the above address.*



# Guests

## ***How many guests are allowed?***

30 total guests - including adults and children (Maximum of 15 children) - are allowed for each party, due to capacity limitations.

## ***How many adults need to accompany the children?***

At least one other adult is needed to accompany the nature hike, but all adults are welcome to come along. For the safety of all guests and the live wild animals, we would appreciate it if adults could assist in helping children listen to and follow any rules or guidelines set by the staff.

If you have adults dropping off children for the party, they are welcome to stay and hike on our trails free of charge for the duration of the party.

## ***Do my guests have to pay admission?***

No! Party guests are included in the party price. Upon entry onto our property, your guests will be greeted by our welcome booth staff. Have your guests let them know that they are here for the birthday party and the staff will wave them through to our main parking lot.

Parents of children are welcome to stay at the party or drop off their child and explore the grounds during the party time.

## ***What are your cancellation policies?***

If you need to cancel or reschedule your party for any reason, please let us know as soon as possible. We will do our best to reschedule your party, but cannot guarantee an opening around your original date due to the amount of bookings we have in our calendar. If the cancellation is due to illness, we can offer a refund of the amount paid, minus the \$50 deposit. Refunds for reasons other than illness will be determined on a case-by-case basis.

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# Food, Drinks, and Disposal

## ***What kind of food can I bring in, and can I order food?***

There are no restrictions on food for birthday parties. Outlets are available if you want to plug in any small appliances in (crockpots, etc.).

Food can be ordered and delivered to the Nature Center. The most frequent restaurant is Topper's Pizza, located in the Audubon Plaza on the corner of Brown Deer Rd. and Port Washington Rd. When a delivery is made to the Center, the front desk will call your birthday host on the radio and inform you that they have arrived.

Recommended delivery time for food is 10 minutes prior to your Personal Party Time. *Because of recent staff shortages at restaurants and issues with delivery, it is highly recommended that the party family designates someone to pick up their food and bring it back to the Center rather than have it delivered.*

## ***What drinks can I bring in, can I bring alcohol?***

You can bring any non-alcoholic beverage that you would like. **No alcohol** is permitted during the Nature Center's working hours.

## ***Is there fridge or freezer space available?***

There is limited fridge/freezer space available in the basement of the main building. Please coordinate with your staff host if you would like to utilize them. It is recommended that you bring your own coolers to store beverages.

### ***What can be recycled at the birthday?***

We are able to recycle any plastics numbered 1-7. We are also able to recycle any aluminum and clean paper or cardboard products.

### ***What can be composted at the birthday?***

We can compost any food product, including dairy, meat, and bones. The only exception is raw meat. We can also compost napkins and paper towels. If you are unsure about what can be composted and/or recycled, your staff party host will be available to answer any questions.

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## Animals and Favors

### ***What animals are included in the birthday party?***

Reptile Roundup parties include a visit by 3 reptiles – either two species of turtle and one snake, or two species of snakes and one turtle. Whimsical Woodland and Forest Fairies parties include a visit from either 1 turtle or 1 snake. Insect Investigators parties include 3 invertebrates and 1 turtle. If you have a raptor party scheduled, the birds of prey that you meet will depend on the party type that you selected.

### ***Do you provide favor bags?***

Each party will include a cut tree slice for guests to sign and the birthday child to take home as a memento from the party! Your birthday host will also provide a Family Guest Pass for each child.

We do not provide favor bags, but items can be purchased in our Nature Store to be used for your favor bags—show your birthday party invoice to the front desk staff to receive 20% off your favor bag purchases!

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## Schedule, Room Set-Up, and Decorations

### ***What does the schedule of my birthday party look like?***

**For Morning Parties (For Raptor-themed parties that begin at 10am, the schedule will shift by 30 minutes):**

**9 am – 9:30am :** Set-Up Time for Party Family

**9:30am – 9:45am :** Guest Arrival

**9:45am – 10:20am :** Live Animal Presentations and/or Interactive Story Time

**10:20am – 10:25am :** Bathroom Break (can take place before or after hike)

**10:25am – 11am :** Outdoor Activity\* (indoor activities available for inclement weather)

**11am – 11:30pm :** Personal Party Time (for eating, singing Happy Birthday, etc.)

**11:30am – 11:45am :** Clean Up Time for Party Family

### **For Afternoon Parties:**

**12:30pm – 1pm :** Set-Up Time for Party Family

**1pm – 1:15pm :** Guest Arrival

**1:15pm – 1:50pm :** Live Animal Presentations and/or Interactive Story Time

**1:50pm – 1:55pm :** Bathroom Break (can take place before or after hike)

**1:55pm – 2:30pm :** Outdoor Activity\* (indoor activities available for inclement weather)

**2:30pm – 3pm :** Personal Party Time (for eating, singing Happy Birthday, etc.)

**3pm – 3:15pm :** Clean Up Time for Party Family

\*Our outdoor activities include a guided hike to a location of the birthday child's choice, a themed activity for Forest Fairies and Creepy Crawlies parties, or general playtime in one of our Preschool Outdoor Classrooms (recommended for children 5 and under).

***What room does my party take place in?***

All of our birthday parties take place in our Lower Level Classrooms. Our staff will set up tables & chairs for your group, as well as an area where the animal meet & greet will take place. There will possibly be other events happening at the center around the time of your party, but front desk workers will assist in guiding your guests to the party location. There will be signs in the lower level to direct guests to the correct classroom.

There is limited cell phone reception in the party room, but guests are welcome to connect to our guest Wi-Fi.



Lower Level Classroom A



Lower Level Classroom B

***Are decorations permitted?***

Yes! The only decorations that we **do not** allow are piñatas, confetti, & glitter. **If you have a bird of prey party, balloons should be kept to a minimum.** Our staff will provide signage starting at the front door of our Great Hall, down to the party room to help guide guests. We greatly appreciate if your decorations or supplies are reusable, recyclable, or compostable to help achieve our sustainability initiatives. A felt “Happy Birthday” banner will be displayed in the party room as well.

***What size are the tables?***

The tables in the room are 2.5’ by 6’ long – typically 4 tables are set up for the eating portion (with 16-18 chairs) and one or two tables are set up for gifts/goodie bags.

***Does the Nature Center provide any tableware, cutlery, or tablecloths?***

We provide vinyl tablecloths to cover tables where guests will eat. You are responsible for bringing anything else required for eating, including tableware, plates, cutlery, etc.