

BIRTHDAY Parties

Important Party Information



GUEST POLICY

We require a 1:5 adult to child ratio. Chaperones are responsible for helping gather and monitor the children during party activities. Parties can accommodate a maximum of 30 guests including adults and children. Children (1 year and older) count towards the guest count.

Please note that the base package includes up to 16 guests (including the birthday family), and you may add additional guests up to the capacity of 30 (including the birthday family). Additional guests are \$40/person.

ARRIVAL/ CHECK-IN

Upon arrival, please **check in with your order number at the Service Desk**, located to the right of the front entrance. Here you will receive Birthday Party wristbands and gain entrance to the museum. Your Party Coordinator will meet you at the Service Desk 15 minutes prior to party time, and show you to the party room.

Guests will be shown to the party room once the party begins. **Please let your guests know to check in at the Service Desk in order to receive their wristbands.**

FOOD

Cupcakes and beverages (water, choice of milk or juice) are included in the base party package. We do not allow outside food or drinks, but you may order additional food and beverages through the catering team (academycatering@calacademy.org). Any additional food orders must be finalized a minimum of two weeks prior to the event with all final counts due five business days prior to the event.

DECOR

Our party room is festively decorated and our cafe provides all napkins, cups, plates and utensils for your guests. We do not allow balloons, confetti, other party decorations, or outside entertainment.

PARTY FAVORS

Each child receives a party favor to take home and the birthday child will receive their own special Academy gift. You may bring other items to supplement the included party favors, but small items like bouncy balls, that can be thrown and potentially end up in an exhibit are not allowed. Presents and favors must be taken with you at the end of the party.

HOW TO BOOK

Please fill out the booking form found on our website and a staff member will be in contact with you to finalize your booking. Please call us at 415-379-5854 with questions.

PAYMENT DUE

A \$200 non-refundable deposit is required at the time of reservation and the balance is due 30 days prior to your event date. If booking under 30 days, full payment is due at the time of booking.

CANCELLATIONS

No refunds given for cancellations within 30 days of event.

Party can be rescheduled once without penalty, no later than 60 days prior to the event date, and all other transferring of dates will be treated as a cancellation of the original date and another deposit must be paid to hold a new date.

RUNNING LATE

If you think you may be late, please call our Contact Center immediately at 415-379-8000 and ask them to relay this information to our Birthday Party staff members. We apologize, but we cannot extend the party time due to lateness.

GETTING HERE

Please see our [GETTING HERE](#) section on our website.

PARKING

The Music Concourse Parking Facility is located on Fulton Street and 10th Avenue and is open seven days a week. It includes 15 wheelchair-accessible spots near the elevator, allowing individuals with disabilities to easily access the Academy's front entrance.

On weekends and holidays, the garage often fills to capacity early in the day. Public transportation is highly encouraged during these times.

Please note that the Music Concourse Parking Facility is operated by CityPark, not the Academy, and is subject to standard rates per hour. For more information, please [visit their website](#).

ACADEMY SAFETY POLICIES

For the consideration and safety of our other guests and the animals that call the Academy home, the following items are not allowed: masks, toy weapons, flying or projectile objects and toys, bouncy balls, flowers, balloons, confetti, gum, wheeled shoes, skateboards, or scooters.