

VENUE RENTALS



FREQUENTLY ASKED QUESTIONS

LOOKING TO BOOK THE ENTIRE MUSEUM FOR YOUR INCREDIBLE EVENT? -- HOW FUN!

You probably have some questions about how it all works – and we're here to assist! We want your event to be a SMASHING SUCCESS, while making it super easy on you. Read the details below and let us know if you have any other questions. We'll leave no detail unplanned!

SOME THINGS YOU MIGHT BE WONDERING...

Can you explain how the timing of my event will work?

Of course! ***Unless otherwise discussed, you will be able to arrive at least 30 minutes before your guests arrive to set up your event.*** If you're hosting a larger, involved bash that requires more set up logistics and time, please reach out to the KCM sales team to discuss.

Since you'll be renting our entire museum, your rental period is for 3 full hours – not including set up and take down times – whoo hoo! A sample schedule might look like this – but feel free to organize your event timeline however you'd like and let us assist you with anything you need!

5:00 PM	Host arrives
5-5:30 PM	Set up for your fabulous event
5:30 PM	Reservation start time (guests arrive)
6-7 PM	Serve food/drinks, begin program
7-8 PM	Program continued
8:30 PM	Reservation end time (museum custodial staff will begin clean up)
9 PM	All guests and host vacate museum

How does headcount work for my party size?

Great question! Entire venue rentals allow for up to 500 guests – wow wee! When tallying your headcount, please include every adult and child that will be attending the party, including museum members. **The only people who do not need to be included are children who are under 12 months of age.**

What areas of the museum will I have access to with my venue rental?

Well - everything! You'll have the run of the entire space, which includes 18,000 square feet of indoor space and two acres of outdoor space in our Habitat Park (season permitting). Indoors you'll find 17 super fun and engaging hands-on exhibits (time to be a kid again!), four private party rooms that can be decorated however you'd like (more on this below), and our ENTIRE parking lot which has 200 parking spots!

What about food and drinks for my party?

Great news – since you're getting the keys to our castle, you're allowed to bring in ANY food, drink, and “adult beverages” of your choosing! You can bring candles for a cake if needed, but please note this is the ONLY flame permitted. Fun fact – your treats and food do NOT need to be nut-free to be enjoyed in our museum. Also, you will be responsible for providing all tableware – plates, utensils, napkins, cups, etc. – for your event.

All food and drinks must be consumed in the four party rooms. If the host desires to have food or beverage served or consumed outside of the party rooms, the host must obtain written permission from the Museum. If permission is not obtained and food and/or beverages are served or consumed outside the party rooms, the host would be responsible for a cleaning fee of up to \$250.

Additionally, KCM does not carry a liquor license, therefore only caterers approved by KCM are authorized to serve liquor at your party. A copy of the caterer's liquor license and certificate of insurance must be submitted to the Museum no less than 48 hours before the start of your event. If the license and COI are not submitted to the Museum within the prescribed time frame, alcohol will not be permitted to be served during your event.

Do you have AV hook ups & capabilities on-site for my event if needed?

Glad you asked! KCM has a very small sound system (1-2 small speakers + a microphone) that we can

rent out. If you'd like a bigger set up, you can rent from a third-party vendor knowing we have hook ups and power outlets to accommodate. We've hosted past events that brought in DJs, special event lighting, sound systems, projections, etc. with success. So, while we do not provide the bigger, more elaborate AV equipment ourselves, we do have the capability to support it at our facility.

What about tables, chairs, etc. for my guests?

As seen and detailed on our program room [link](#), KCM happily provides ample chairs and tables inside our four private party rooms (FYI, we do not provide highchairs). If you need to rent additional chairs and tables from an outside vendor, please coordinate with the KCM sales team directly.

What do the four private party rooms look like?

You can use the above-provided [link](#) to check out our party rooms – these pictures will give you an idea of their sizes, capacities, and how you could decorate them – while also showing you the rooms as a “blank canvas” for your imaginations to run wild!

You mentioned decorations – what are the rules for decorating the museum and four party rooms?

Bring your own fun decor and do it up!!! If you'd like, you can bring wall hangings, festive plates, tablecloths, party napkins, HBD banner, etc. **Decorations MUST be hung with painters' tape** – no scotch tape or any other tape allowed on walls or ceilings. **Please do not use any glitter or confetti**, as it gets tracked through the museum and causes safety issues. **Latex balloons are strictly prohibited** – only mylar balloons are permitted. **Pinatas are allowed within the above parameters.**

What's the payment schedule and cancellation policy for my event?

We're glad you asked! For our venue rentals, our payment schedule and cancellation policy are as follows:

- 50% of the event fee is due upon booking and the remaining 50% is due day of event
- *If extenuating circumstances arise and you must cancel your event, we will honor your payment and make best faith efforts to re-book a new date for your event within 90 days of your existing reservation date. Please note you may only rebook your event date once. After 90 days, your initial 50% payment is forfeited.*

Are we allowed to hire external vendors for our event?

Of course! Please discuss directly with the KCM sales team, to ensure your vendor(s) are allowed at our museum and to coordinate the logistics. As with any food delivery for your event, you will be responsible for meeting all vendors at the museum entrance, walking them in, setting them up, etc. We also have a list of preferred vendors available, so feel free to ask the KCM sales team for that.

WOW, this all sounds incredible – how do I lock in my event date?

We know, right?! To reserve and lock in your date, reach out to us for a contract and payment details!

LET'S GO!