



Birthday Parties and Celebrations at the Wheel and Cog Children's Museum of Hutchinson

Information for Party Hosts and Guests

Planning the Party Typically, we suggest about 2 hours for a birthday party. The use of the private space will be available for 2.5 hours total (including set up and take down), during your party. Therefore, when setting the start time for the party, please keep this in mind.

Please include the address of the Museum on invitations and share information about the Museum's location and available parking with invited guests before the day of the party.

The Museum's address is:
1060 MN-15
Hutchinson, MN 55350

Parking

Parking is available in the Hutchinson Mall parking lot off of MN-15 during the party for no charge. We do have a back door entrance for the Host(s) to bring in/out party items needed.

Arrival at the Museum

As the party host, you are welcome to come to the Museum on the day of the party up to 15 minutes before the scheduled start time of the party to set up and greet party guests. Please anticipate starting cleanup 15 minutes prior to end time.

Party guests should enter the Museum through the main entrance (which faces the parking lot).

Presents and Personal Belongings

Any presents or belongings that are brought into the Museum for the party must be taken out of the Museum at the end of the party. The Museum is not responsible for any damage to Museum or personal property caused by the party host or party guests. The Museum is not responsible for any lost or stolen items.

Decor

You are welcome to bring tabletop decorations and party favors to be displayed/used during the celebration activities.



Latex balloons, piñatas, confetti, glitter, rice, silly string, dry ice, sparklers and fog/smoke machines are not allowed in the Museum. Mylar balloons are allowed, but must be kept in the celebration space.

Food and Beverages

It is preferred that food and beverages be purchased through a licensed kitchen/caterer/store. Since the museum has carpet throughout, please avoid red or dark colored liquids.

Activities

Any games or special party activities organized by the party host must take place in the designated celebration space.

Wrapping Up the Party

Once the celebration time is complete, the play-worker will ask you to come to the front desk of the museum to process payment. The final price will be verified by the number of guests that signed in at the beginning of the party.

Please specify an end time on your party invitations for parents to come and pick up your guests, typically 15 minutes prior to end of part. As the parent host, you will be in charge of making sure the children are ready to go and checked out at the front desk when their parent arrives.

Museum Guidelines

Please do not eat, drink or chew gum in the exhibit areas. Our amazing exhibit areas offer exciting play experiences for visitors of all ages. Please help us keep our exhibits clean and fun for everyone by not eating, drinking or chewing gum in them. Use inside voices. Many children and adults visit the Museum each day! We want everyone to be able to enjoy the Museum, and using inside voices will help make sure they can. Stay with your group. We ask that all children who come to the Museum for a party stay with their adult chaperone(s) while in the Museum. Please walk in the Museum. Help us keep all visitors safe and having fun by walking inside the Museum. You are welcome to take photos in the Museum. The Museum is not responsible for any damage to or loss of personal cameras or equipment brought into the Museum.