



## Family Interactive Gallery (FIG) Birthday Party Frequently Asked Questions

*Thanks for your interest in hosting your birthday party at the FIG. We hope you will find the following information helpful.*

### **Where does the party take place?**

FIG birthday parties are held in our party room, which is located inside the FIG Art Studio.

### **How many people can attend the party?**

**Due to the fire code, we can only accommodate up to 25 party participants.** This includes the host family and all guests; including infants.

### **Do I need to provide a guest list?**

Yes. Please e-mail your guest list to [skbuck@cob.org](mailto:skbuck@cob.org) ahead of time or the first person to arrive may bring the guest list with them the day of the party. We will create an official sign-in for your guests to check in with the Museum attendants as they arrive at the Lightcatcher building lobby. Additional guests cannot be admitted into the museum for your party once 25 guests have checked in.

### **Are food and beverage allowed in the party room?**

We only allow cake (or cake-like food items) and drink boxes at our parties.

### **Can I bring my own party favors and decorations?**

Yes. You can arrive up to 30 minutes prior to the start of your party to decorate.

### **Are balloons or piñatas allowed at the FIG?**

No. **Balloons and piñatas are not permitted in the FIG or in the Museum.**

### **Will I have a dedicated FIG staff to assist me during my party?**

FIG birthday parties are designed to be self-led. However, a staff person will be on hand to assist you in setting up your party room and during the art activity.

### **How far in advance do I need to make a reservation?**

We suggest making a reservation at least 4 to 6 weeks in advance to ensure your party date is available.



### **How do I make a reservation?**

To make a reservation, please complete the FIG Party Inquiry Form and either drop it off at the FIG or send it via e-mail to [skbuck@cob.org](mailto:skbuck@cob.org). (You can also take a photo of the form and e-mail it.) An invoice will then be created for you reserving your party date.

### **What is your payment policy?**

Full payment is due at time of invoicing. You can pay by credit card (Visa and MasterCard only) via our secure payment option on the invoice.

### **When can I set up for my party?**

Plan to arrive 30 minutes prior to your party. You can unload in the loading zone outside the main entrance of the Lightcatcher building. We will have a cart available to assist you if needed.

### **Where should guests park?**

Metered street parking is available on weekdays. Street parking is free of charge on weekends.

### **Where can our guests store their belongings?**

Storage space for personal items is limited. There are several open-storage “cubbies” for guests to use. Please note that the Whatcom Museum is not responsible for damaged, lost, or stolen property.

### **Will my payment be refunded in the event of inclement weather?**

In the event that the Whatcom Museum is closed due to inclement weather, your payment will be fully refunded, or you will be given the option to reschedule your party.

### **What if I need to cancel my party?**

If you need to cancel your party for any reason, please call the FIG front desk at 360.778.8974 and leave a message. Please leave your NAME, DATE, TIME OF PARTY, and a PHONE NUMBER where you can be reached.

If you cancel your party more than two weeks before your party date, any monies paid minus a \$50 cancellation fee will be refunded. No refunds will be issued for parties cancelled less than two weeks before the party date.

*We look forward to providing you and your guests with a memorable FIG Birthday Party experience!*