



Hooray for birthdays!

We're so excited you'll be celebrating at KNC!

Here are a few tips for planning a great party...

Party Location:

The Tree Top Lounge – this is the standard room included with birthday parties

- Kitchenette with standard refrigerator, 3-basin sink, counter
- Sliding “accordion” door to cover kitchenette
- Two 6 foot x 24” tables for food, beverages, etc. (And 1 extra table for animal ambassadors)
- 5 round tables (48” diameter) seating 4 or 5 people each
- 30 burgundy classroom-style chairs
- Attached private deck 12 feet x 20 feet



Party decorations:

- Centerpieces or table cloths add a lot of color to the room (5 round tables)
- For more color, set places with napkins, plates, or gift bags, etc.
- Lightweight bunting, streamers, or banners may be looped onto the accordion door (as shown)
- Reminders – Please use easy to install and remove items - no nails, pins, staples, adhesives, or other damaging fasteners, please. No glitter. No loose balloons – balloons must be attached.

Sample Timelines

2 hours of room use is included in our standard birthday package.

(Sample times - Adjust times to fit your two hours you'll have access to the party location.)

SPLIT PARTY (Handy for cold/wet weather)	BLOCK PARTY (Ideal for any time, especially warmer weather)
<p>1:00 - Rental time begins, arrive to set up</p> <ul style="list-style-type: none"> • Bring in supplies • Set up food, decorations, etc. <p>1:30 – Guests arrive!</p> <ul style="list-style-type: none"> • Gather • KNC-led game, etc. • (optional) Animal Ambassador (20 min) <p>2:00 – Visit indoor areas</p> <ul style="list-style-type: none"> • Wash hands • Explore gallery exhibits & children’s expedition area (with adult supervision) <p>2:30 – Sing & snack</p> <ul style="list-style-type: none"> • Return to party room • Sing “Happy Birthday” & cupcakes <p>2:45 – Go out to play!</p> <ul style="list-style-type: none"> • Explore outdoors, hike & go to the playground (with adult supervision) • One adult packs up & loads out <p><u>3:00 – 2 hours of room use ends</u></p> <ul style="list-style-type: none"> • Exit room • Stay and play! • 5:00 PM – Visitor Center doors locked • Ask Visitor Services for trail closing time 	<p>1:00 - Rental time begins, arrive to set up</p> <ul style="list-style-type: none"> • Bring in supplies • Set up food, decorations, etc. <p>1:30 – Guests arrive!</p> <ul style="list-style-type: none"> • Gather • KNC-led game, etc. • (optional) Animal Ambassador (20 min) • Wash hands • Sing “Happy Birthday” & cupcakes • Open gifts / other activity <p>2:00 – Go explore!</p> <ul style="list-style-type: none"> • Explore! Exhibits, trails, and more (with adult supervision) • (optional) Change into swim suits and splash around in the stream and water features at Nature’s Playground • One adult packs up & loads out <p><u>3:00 – 2 hours of room use ends</u></p> <ul style="list-style-type: none"> • Exit room • Stay and play! • 5:00 PM – Visitor Center doors locked • Ask Visitor Services for trail closing time



Packing:

- **Totes or laundry baskets** are easy to haul in and easy to pack up at the end of the party
- If you'll be receiving gifts, bring an extra container to transport the gifts home
- **Pack light!** The time flies when you're having fun – less stuff makes loading out easier
- Bring **weather-ready gear** like rain boots or snow pants or sun hats

Parking & Loading:

- To load in, please park at the **lower-level parking lot for the Visitor Center**
 - As you approach the Visitor Center, you'll see a wooden arbor with the frog sign at the main lot
 - Continue past the arbor
 - Turn right at the stop sign and go down the hill
 - Enter the building using the double doors
 - The elevator is on the left – carts for your use are just beyond the elevator
- Guests who have mobility needs are also welcome to use this lot. Space is limited.



To Lower Level from Main Lot:





Food – snacks!

- Single-served options make for quick serving and can reduce food waste
- Cupcakes or Rice Krispie treats are always a hit – and easy!
- Snacks like a veggie tray or crackers and cheese are a great choice
- Most kids are too excited or too busy to eat a full meal

Yes! **You CAN blow out the birthday candles!** KNC does not allow open flames or candles to be used as decorations. However, with proper precaution and supervision, an adult may light a few candles on the cake just long enough to make a wish! Please be careful of surroundings including hair, decorations, etc. Be sure to keep matches or lighters safely away from children at all times.

KNC staff:

- Sets up furniture
- Leads an age-appropriate game or activity for 10-15 minutes at the beginning of the party
- Disposes of trash & recycling (please place in bins)
- *NOTE* Please plan to provide adult supervision for children at KNC



Things to do:

Inside the Visitor Center

- Gallery exhibits
- Children's Expedition Stations
- Sun-Rain Room under the dome
- Lower Level animals on exhibit

Outdoors fun

- Hike the trails! "Beech Maple" and "Habitat Haven" are two favorites that connect directly to the Visitor Center – they both meet up with the Trout Stream as well
- Nature's Playground – in the Arboretum on the other side of the parking lot
- Other Arboretum spots include
 - New birds of prey mews
 - Sculpture Tour
 - Butterfly Hummingbird Garden

