



## Old Fashioned Baking Party

**Thank you for booking your birthday party with the John Walter Museum! This package provides you with additional information about the program and our facility.**

**For any bookings questions, modifications or cancellations please contact the reservations team directly at 780.496.7948 or [cmsbirthdaybookings@edmonton.ca](mailto:cmsbirthdaybookings@edmonton.ca)**

### **THE PARTY**

#### **Included in the Program Fee**

- A themed 1.5 hour program delivered by an interpreter
- A one-hour room rental
- A birthday t-shirt for the birthday child. Youth sizes S-XL are available in purple and yellow. Please indicate the size and colour preference.

**OPTIONAL PROGRAM ADD-ONS: Extra birthday shirts are available for an additional cost.** These must be requested and paid for at the time of booking the party. No refunds or additions will be accepted once the booking has been placed.

### **PARTY PREPARATION**

#### **Communication**

You will be contacted at least 48 hours prior to your birthday party to confirm details. If you have not heard from us and have questions about your program please call 780.442.6589.

#### **Group Size**

The maximum number of people (including parents and siblings) for your party is 20. At least 2 adults are required to stay with your group and assist with supervision during activities.

#### **Special Requests**

To help us deliver the best birthday party we can, please inform us if there are any special needs in the group. This could include mobility issues, medical concerns, allergies, etc. Program content and locations can be changed to accommodate the needs of the group.

## Clothing

Please ensure your guests have comfortable shoes that can be worn throughout the program. In winter, it is advised that participants bring indoor shoes to change into. The historical homes can be quite cool so guests are advised to dress accordingly.

## Facility Guidelines

John Walter Museum is a living museum. We ask that program participants abide by the following rules while visiting:

- The artifacts on display are for viewing only. The interpreter will indicate which items and artifacts can be touched.
- Respect boundaries such as ropes, fences and signs to protect sensitive areas and to keep visitors safe.

## What to Bring

- Food: you are responsible for supplying all party food, beverages, plates and utensils. There are no fridges available in the historic homes but we may be able to store some items in the Administration Building.
- Decorations for the room rental: table cloths, table-top decorations, banners are all acceptable items.

**\*Please be advised that the following are NOT permitted: balloons, sparklers, items that need to be pinned or nailed to the wall, anything hung from the ceiling \***

## Payment & Cancellation Procedures

### Payment

- The cost of your booking is shown on your program confirmation and payment is required at the time of booking.
- Payment can be made by cash, cheque, Visa, MasterCard and American Express. Please mail cheques made payable to The City of Edmonton and write your booking confirmation numbers on the cheques.
- Payment can be made on the phone at the time of booking or in person at any City of Edmonton Facility.

### Program Cancellation

- You are required to provide written notice of cancellation of programs via email at [cmsbirthdaybookings@edmonton.ca](mailto:cmsbirthdaybookings@edmonton.ca)

## John Walter Museum Birthday Party Information Package 2017-2018

- Programs run rain or shine. In the event of poor weather you must call 780.442.1442 or email [cmsbirthdays@edmonton.ca](mailto:cmsbirthdays@edmonton.ca)
- For birthdays cancelled with 8-30 days notice, 50% of the program fee will be charged.
- For birthdays cancelled with less than 7 days notice, the full program fee will be charged.

### **ARRIVAL PROCEDURES**

#### **Early Access to Site**

You may arrive a **maximum of 15 minutes** prior to your birthday party program to bring in food and decorations and to set up for the party. Your interpreter will meet you at the Visitor Orientation Centre.

#### **Parking**

The John Walter Museum is located on the north side of the Kinsmen Sports Centre parking lot. Guests can park in the main Kinsmen lot.

#### **Guest Arrival**

It is best for guests to arrive on time as the interpreter may have to lock exterior doors when starting certain activities.

### **PROGRAM INFORMATION**

Something smells great in Mrs. Walter's kitchen! Bake and cook on a wood burning stove to create a smorgasbord of birthday delights. We provide all activity supplies.

#### **Program Activities**

**Choose three (3) of the following items to bake:** Chocolate Truffles / Brownies / Scones and Butter / Fudge / Annie's Oatmeal Cookies / Sugar Cookies / Muffins / Cinnamon Buns / Butterscotch Squares / Gingersnap Cookies

### **FREQUENTLY ASKED QUESTIONS**

#### **1. What happens if I need to end the program before it is scheduled to end?**

Please let the interpreter know prior to or at the start of the program when you would like to wrap up so they can ensure the group is back in the party room for pick up.

2. **What happens if we arrive late?** Your program will start when you arrive at the John Walter Museum and will still end at the scheduled time indicated on your booking confirmation sheet.
3. **What happens if my child is sick the morning of the program and I want to cancel/re-schedule?** Please refer to the Program Cancellation section. You will need to contact the reservations team to officially cancel or re-schedule your program. Cancellation fees may apply.
4. **Do we have the room rental the whole time?** Yes. Food, presents and other belongings can be left in the room during the program. If an adult will not be staying in the rental room during the program, the Interpreter will lock the building. Please bring small valuables, such as purses, with you or leave valuables at home.
5. **Do we need to clean up afterwards?** The interpreter will clean up the room after your party but please be considerate. Help our staff by ensuring that all garbage and recycling is placed into the correct receptacles. Additionally, please assist our staff with any large messes such as spills.
6. **Can we have the room rental before the program activities start?** Yes! Please include your request in the “notes to the interpreter” section of your booking. When you are contacted by our interpreters, please remind them of the request.
7. **Can we have a shorter program and use the extra time to extend the room rental?** Yes! Please include your request in the “notes to the interpreter” section of your booking. When you are contacted by our interpreters, please remind them of the request.
8. **Do you have any birthday parties for infants/toddlers or kids under the age of 4?** Our current parties are designed for children ages 4 and up. Some families choose to book combined family parties where the majority of children are 4 and older. Younger children are welcome to attend these parties as long as there is adequate adult supervision. However, they may not be able to or interested in participating in all of the activities.
9. **Can I tip my interpreter if they did a great job?** Unfortunately, no. City of Edmonton employees cannot accept money. However, they would love to hear how great the party was and you can always thank them with a piece of cake/leftover food.

***We look forward to seeing you at John Walter Museum!***