



Children's Birthday Parties – Schedule, Tips & Advice

Party SCHEDULE

The party lasts two hours and consists of three parts:

1. Approx. 45-minute interactive tour
2. Approx. 30-minute break
3. Approx. 45-minute interactive tour

> **Note:** For insurance reasons, an adult chaperone must be present at all times during the museum tour. Parents are responsible for supervising the children during the break.

Guided tour PROGRAM

There are 4 themes to choose from. The program is interactive and age-appropriate.

- Many animal-themed materials to touch
- Quizzes & games
- Craft and research activities

NUMBER OF CHILDREN at the party

- Max. 10 children per group (including the birthday child and siblings)
- For 11–20 children, we provide a second chaperone. The event then costs twice as much (CHF 500.00 instead of CHF 250.00). The group is split for the tour, but the break takes place together.
- If the number of children exceeds 10 after registration, please notify us at least **three weeks in advance** so we can check the availability of a second staff member.
- Large groups that arrive unannounced will be split up, with one subgroup waiting and being supervised by an accompanying adult.

> **Tip:** Choose a number of children that matches the birthday child's age. So a seven-year-old can invite up to seven guests.

Number & Role of CHAPERONES

- For up to 10 children, we recommend 2 chaperones. For 11–20 children, two groups will be formed. This requires 3–4 chaperones.
- The chaperones look after the children during the break, clean the break room, and assist the tour guide during the tour.

> **Tip:** Bring enough chaperones so that supervising the children is less stressful for you.

BREAK ROOM – Facilities & Organization

- The break room is equipped with chairs, tables, and a water tap for drinks. An animal-themed birthday chair is available for the birthday child.
- Please bring your own: food, plates, and cups, and possibly cutlery
- Candles may be lit under supervision, but party poppers are not allowed.
- No refrigerator or dishwasher available
- Restrooms are located at the museum entrance
- Setting up the break room: 15 minutes before the break by the accompanying adult
- Cleaning up the break room: 15 minutes after the break by the accompanying adult

> **Tip:** Don't stress about the snack break – less is more! The focus is on the tour, the animals, and spending time with friends. Keep decorations and give-aways simple; a few streamers or balloons are enough. Muffins are ideal: easy to transport and simple to eat with a napkin.

AFTER the party

Children have a strong urge to move around. Make sure the children are quiet in the museum after the party and do not run around.

> **Tip:** Leave the museum after the party and give the children a chance to let off steam and socialize

outside.

> **Tip:** Do not hand out the **give-aways** until after you have left the museum.

> **Tip:** If the children are being picked up individually, arrange a specific time with the parents in front of the museum where you can talk and say goodbye.

STORING LUGGAGE

During the party, luggage can be stored in the lockable break room. The accompanying adults will receive a key, which must be returned to the reception desk at the end.

> **Note:** Luggage can be stored at the reception desk for a short time, but only until the children's birthday party begins.

PARKING & PUBLIC TRANSPORT

There are only a limited number of public parking spaces available in the vicinity of the museum. We therefore recommend traveling by public transport .

> **Tip:** Travel by public transport (Tram No. 6, 9, 10, or Polybahn).

> **Tip** for those arriving on their own: Meet the children **in front of** the museum before the event. Here, the children can greet each other and chat with their parents.

Group DELAYS

If the group arrives late, the program may not be able to be carried out in its entirety.

> **Tip:** Meet in front of the museum building 15 minutes before the start and enter the museum as a group on time.

> **Note:** The accompanying adults are responsible for supervising the children before and after the event.

Museum rules must be followed at all times.

CANCELLATION of the Party

Registration is binding upon receipt of confirmation. Provisional reservations are not possible.

> **Note:** Last-minute cancellations (less than 3 days before the event) must be made by phone at +41 44 634 38 38 during museum hours.

> **Note:** For cancellations made less than 24 hours before the event, the full amount will be charged.

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