

# ARTY BIRTHDAY PARTIES

## FAQ

### What's included in our birthday party base fee?

An Arty Birthday Party fee (\$275 for Members and \$350 for Public) includes:

- A dedicated birthday party planner to help with the details
- 2-hour reservation for a private studio for art making and family birthday celebrations
- Tour of the galleries or gardens
- 60-minute art experience for 5 – 14 year olds, led by a teaching artist
- Museum admission and all art making supplies for 15 party guests, including both adults and children
- All décor including plates, cups, napkins, flatware, a photo backdrop, and birthday banner

### When can I host an Arty Birthday Party at Newfields?

Arty Birthday Parties can take place Tuesday-Sunday throughout the year during Newfields open hours. Newfields opens to the public at 11am each day, and start times can occur every half hour. We are only able to host a certain number of parties each day, and party time slots are available on a first come first serve basis.

### How can we customize an Arty Birthday Party at Newfields?

We offer several fun and engaging topics for parties designed for children of different ages. We can create a custom theme or you can add personal touches. For full details on our custom add-ons see the Pricing Sheet.

Custom add-ons options:

- Additional party guests - \$10 per guest
- Additional party space - \$100
- Private play in Star Studio (30 Minutes) - \$100
- Additional tour of the galleries or gardens (30 Minutes) - \$50
- Extra party time (30 Minutes) - \$50
- Newfields themed party favors - \$6 per child

### Can I host a shorter Arty Birthday Party?

Any inquiries for shorter parties should be sent to [parties@discovernewfields.org](mailto:parties@discovernewfields.org).

### How do I schedule an Arty Birthday Party at Newfields?

Fill out the Arty Birthday Party Request form on our website. Provide as much information as you can to help us prepare a proposal. The Party Planner will reach out to you within 3 business days to discuss your event. Once we've finalized the details, we'll send you a contract. Your party is officially reserved after you submit a signed contract and a 50% deposit of the estimated fees. Your deposit will apply towards the total cost of your party.

### **What if we need to cancel our party?**

We understand. Life happens. If you cancel prior to one week before the scheduled party, you will receive all but \$50 back from your deposit. If you cancel within the week of the party, you will forfeit your deposit.

### **What should we expect?**

A Teaching Artist will host your party and guide your group through a short gallery tour, the art project, and help you transition from art making to the birthday celebration. We will start with a gallery or garden tour, followed by a 60-minute art making activity, and finally, you'll have another 30-minutes for artwork to dry and for family party festivities in a private studio. Your guests are also welcome, and encouraged, to visit the IMA Galleries and The Garden after the party concludes.

### **When should we arrive at Newfields for our party?**

You can arrive 30 minutes prior to the scheduled time of the party. A party facilitator will meet you in Efroymson Family Entrance Pavilion (the museum's main entrance) and escort you back to the studio. You'll also have 30 minutes to clean up all personal items after your scheduled end time. Consult your personalized party itinerary for scheduled start and end times.

### **What should we tell our guests to do when they arrive at Newfields?**

Invite your guests to meet you at the main museum entrance in the Efroymson Family Entrance Pavilion about five minutes before your party is scheduled to begin. Your party facilitator will help you greet your guests, transport presents, and lead the way back to the party after everyone has arrived. Your party can be a 'parents stay' or a 'drop-off' party, it's up to you. Heads up, if the number of adults or siblings staying is higher than the already designated amount, you'll need to pay for additional admission for those guests.

### **What should we wear?**

Wearing your best party clothes is not recommended. We'll provide smocks, but participants should come prepared to make art.

### **Do we need to bring décor?**

No; we provide all décor including plates, cups, napkins, flatware, a photo backdrop, and a birthday banner. If you'd like to bring additional décor, contact your party planner. Please note, helium balloons, candles, and fresh flowers are not permitted. If you want a birthday candle as part of your celebration, Newfields can offer you an LED option.

### **What can we bring with us?**

You can bring your own food, drinks, gifts, party favors, and birthday wearables (like party hats). Please reach out to the party planner if you'd like to bring additional décor for the room. Due to the museum being home to priceless works of art, all bags and boxes may be searched by a staff member upon exiting the museum.

### **What kind of food can we bring to Newfields?**

You can bring your own food, have food delivered, or work with our onsite caterers to provide food for your party. If you're bringing food, it must be made in a commercial kitchen. Kahn's Catering

offers onsite catering for an additional fee, and they require four weeks' notice. You might consider referencing the list of local restaurants that deliver to Newfields, below. All food and non-alcoholic beverages must be escorted by your party planner in and out of the museum. Please work with your party planner on a specific time for delivered food. Plates, napkins, utensils, and cups will be provided. There's no refrigerator available for these parties, please consider this when choosing food.

### **What restaurants deliver to Newfields?**

Below are a few options for restaurants that provide food delivery to Newfields. The birthday family is responsible for scheduling and paying for all deliveries.

Dominos Pizza

501 E 38th St, Indianapolis, IN 46205

317-924-3030

<https://www.dominos.com/en/>

Greeks Pizza

4901 N College Ave, Indianapolis, IN 46205

317-600-3969

<https://greekspizzeria.com/sobro/menu/menu.pdf>

Panera Bread - Catering

110 W Washington St, Indianapolis, IN 46204

317-822-8385

<https://catering.panerabread.com/>

Flying Cupcake

5617 N Illinois St, Indianapolis, IN 46208

317-396-2696

<http://www.theflyingcupcakebakery.com/visit-us>

### **What guidelines do we need to keep in mind when visiting the IMA Galleries?**

- Do not touch any of the works of art. This includes walls and pedestals on which art is displayed.
- Pens and colored pencils are not allowed in the galleries.
- Food, beverages and gum are not permitted in the galleries. Water bottles with fully closed lids are permitted in the galleries.
- Do not play on the escalators.
- Are you planning on carrying a backpack, umbrella, shopping bag, or any bag bigger than 11 x 15 x 6 inches? If so, we ask that you store them in a locker or studio classroom during your stay in order to avoid accidentally damaging items in our exhibits. Diaper bags permitted but you will need to visit the ticket counter for a special tag.
- Strollers are available to borrow on Floor 1, as are Family Restrooms and a nursing mother's room. Breastfeeding is allowed in the galleries, but bottle feeding is not allowed, as bottled liquids are restricted from the galleries.
- Photography is permitted; please turn off the flash.