



## **Event Booking (Non-Private Session)**

<b>Time Options</b>
10:00-12:00
15:00-17:00

<b>Rundown</b>	
2 hours	
<i>Preparation Time: 15 mins before the event</i>	<i>The host can arrive before 45 minutes and set up on the G/F Please see the following &lt;Space Usage Guidelines&gt;</i>
Event: 60 mins	Guests can freely explore on 1/F of the museum
Last 60 mins. of the event	Ask guests to move to G/F. (Host can start activities at G/F earlier)  There will be no PA announcements.
Last 45 mins. of the event	Guests are required to leave the area of 1/F. 1/F will not open for the host and guests.. Host and all guests are limited to party activities on G/F. (Only restrooms are open for use.)
Last 15 mins. of the event	Guests leave. Restrooms are closed. Cleaning time: host to restore the venue to the state that it was in when the event started and leave the venue on time.

Space Usage Guidelines	
CAN	<p>Decoration is limited to:</p> <ul style="list-style-type: none"> <li>- Floor-mounted helium balloons</li> <li>- Decorations on the fixed glass portion of the sliding door</li> <li>- Please only use Bluetack on non-painted surfaces</li> <li>- Birthday sign/stand to place around the entrance of the space</li> </ul> <p>Use G/F multipurpose space (within the partitioned area)</p>
	
CANNOT	<p>Cannot use the kitchen area.</p> <p>Only the fridge can be used to store cake/cupcakes and will require CDM staff to accompany the event host to take the cake out of the fridge.</p>

Responsibilities of Host and CDM Staff		
	Host	CDM Staff
Fridge Usage	<p>Event host should arrange for any deliveries (ie. cake/cupcake or balloons) to be delivered during the preparation time. Event host must be present to sign for deliveries.</p> <p>Please ensure that the size of the cake box can fit inside the fridge. (Storage space size: H55cm X W35cm X D40cm)</p>	<p>If any deliveries arrive earlier than the event host, CDM staff will indicate where to put things. If it is a cake/cupcake delivery, the delivery person will be instructed to place it inside the fridge. CDM will not be responsible for any damages during storage.</p> <p>CDM staff will not sign to accept any deliveries.</p>
		
Cutlery, napkins and flatware	Prepare by event host	/
Group photo	Event host to arrange the order and position of their guests to take photos	CDM staff can help to take the photos.
Cleaning up food and decorations of G/F	By event host	/
Site cleaning	/	By CDM
Supervision of Children	Sufficient adult to child ratio (1:2) is required, especially on the 1/F.	CDM staff will be present to interact with all visitors on 1/F.

Tips for the Event Host	
Guest Preparation	<p>Share the following to your guests before the event:</p> <ul style="list-style-type: none"> <li>- "Plan Your Visit" graphic</li> <li>- Rundown of the event</li> <li>- Reminder guests that they must supervise their children on the 1/F</li> <li>- Adult guests should also explore with their children!</li> </ul>
Assistants	<p>It is recommended to find at least two people as event assistants to help with coordination, such as:</p> <ul style="list-style-type: none"> <li>- Set up and decorating</li> <li>- Remind guests of the event rundown</li> <li>- Help move guests down from 1/F to G/F</li> <li>- Coordinate the order for taking photos</li> <li>- Hand out goody bags, if any</li> </ul>
Food and Beverage	<p>Based on temperature and food hygiene considerations, it is recommended to prepare simple packaged snacks rather than hot food. It is recommended to have cupcakes instead of cake, as cupcakes are faster and easier to distribute.</p>