


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

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| <b>Time Options</b> |
| 13:00-16:00         |
| 15:00-18:00         |

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| <b>Rundown</b>   |  |
| 3 hours  |  |
| <i>Preparation Time:<br/>45 mins before the event</i>  | <i>Event host can arrive 45 minutes before the event start time to set up on the G/F.<br/>Please see below for &lt;Space Usage Guidelines&gt;.</i>   |
| Event Duration:<br>2 hrs and 30 mins                   | Guests can freely explore on 1/F of the museum or remain on G/F.<br><b>IMPORTANT NOTE : No food or drink is allowed on the 1/F.</b>  |
| Last 30 mins of the Event                              | Guests are required to leave the area of 1/F.<br>1/F will close.<br>Host and all guests are limited to party activities on G/F.<br>(Only restrooms are open for use.)<br><br>If needed, the host can ask guests to move down to G/F earlier. |
| Event End Time   | Guests leave.  |
| <i>Clean Up Time:<br/>30 mins after the event ends</i> | <i>Restrooms are closed.<br/><br/>Event host must return the G/F space as it was before the event started and leave CDM within 30 minutes.</i>   |

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| <b>Space Usage Guidelines</b> |   |
| 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 Blutac on non-painted surfaces</li> <li>- Birthday sign/stand to place around the entrance of the space</li> </ul> |
|                               | <p>Use of the entire G/F multipurpose space.<br/>Use of G/F kitchen area, includes:</p> <ul style="list-style-type: none"> <li>- Kitchen countertops (mats are required)</li> <li>- Fridge (for cake/cupcake storage only)</li> <li>- Sink (if used, please clean up after use)</li> </ul>                                  |

| 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>  |