

Muse

Book a Private Birthday Party Event Online

1. Start by opening the Settings section to access administrative tools.

Muse

Settings

Users

Roles

Email Templates

Settings

AF

Filter

New user

	Email	Role(s)	Status	
	ben+salesdemo@musesoftware.ai	Museum Admin	Active	⋮
	sales+demo@musesoftware.ai	Museum Admin	Active	⋮
	travis+salesdemo@musesoftware.ai	Museum Admin	Active	⋮
	chris+salesdemo@musesoftware.ai	Museum Admin	Active	⋮
	prash+salesdemo@musesoftware.ai	Museum Admin	Active	⋮
	brett+salesdemo@musesoftware.ai	Museum Admin	Active	⋮
	robert+salesdemo@musesoftware.ai	Museum Admin	Active	⋮
	alexandra.mercado@musesoftware.ai	Museum Admin	Active	⋮
ch	brandon.gabosch@musesoftware.ai	Museum Admin	Active	⋮
	john.kulis@musesoftware.ai	Museum Admin	Active	⋮
	taryn.asta@musesoftware.ai	Museum Admin	Active	⋮
	ryan.grande@musesoftware.ai	Museum Admin	Active	⋮
	chris+demo@musesoftware.ai	Museum Admin	Active	⋮
	ashley.goad@musesoftware.ai	Museum Admin	Active	⋮
	amanda.fraser+tmc@musesoftware.ai	Museum Admin	Active	⋮
	test.todd.tmc@musesoftware.ai	Museum Admin	Active	⋮

Submit feedback

2. Choose Operations to view booking management features.

Muse

Settings

Users

Roles

Email Templates

Settings

Fundraising

Ticketing

Operations

Reports

Accounting

Settings

	Email	Role(s)
	ben+salesdemo@musesoftware.ai	Museum Admin
	sales+demo@musesoftware.ai	Museum Admin
	travis+salesdemo@musesoftware.ai	Museum Admin
	chris+salesdemo@musesoftware.ai	Museum Admin
	prash+salesdemo@musesoftware.ai	Museum Admin
	brett+salesdemo@musesoftware.ai	Museum Admin
	robert+salesdemo@musesoftware.ai	Museum Admin
	alexandra.mercado@musesoftware.ai	Museum Admin
ch	brandon.gabosch@musesoftware.ai	Museum Admin

3. Navigate to Private Events for quick access to scheduling and event details.

Muse

Operations

Dashboard

Private Events

Group Visits

POS

Reports

Settings

Dashboard

Create an inventory item

Blackout calendar dates

Group Visits

Private Events

Not Confirmed

Self-Serve Events

Closed / Blackout Dates

Special Hours

Programs

September 2026

	MON	TUE	WED	THU	FRI	SAT
31	Italian Glass Exhibition	Italian Glass Exhibition	Italian Glass Exhibition	Italian Glass Exhibition	Italian Glass Exhibition	Italian Glass Exhibition
	Summer Splash Pad	Summer Splash Pad				
	Special Art Exhibit	10:00 am: Westwood Elementary School Group Visit				
	9:15 am: Test Group Visit					
	12:00 am: Amanda's School Group Visit					
7	Italian Glass Exhibition	Italian Glass Exhibition	Italian Glass Exhibition	Italian Glass Exhibition	Italian Glass Exhibition	Italian Glass Exhibition
			11:00 am: Ben Franklin Elementary School Group Visit			

Submit feedback

4. Click the Online Bookings tab to focus on managing private party bookings.

Muse

Private Events

Calendar

Custom Events

Online Bookings

Private Events

Self-Serve Events

Closed / Blackout Dates

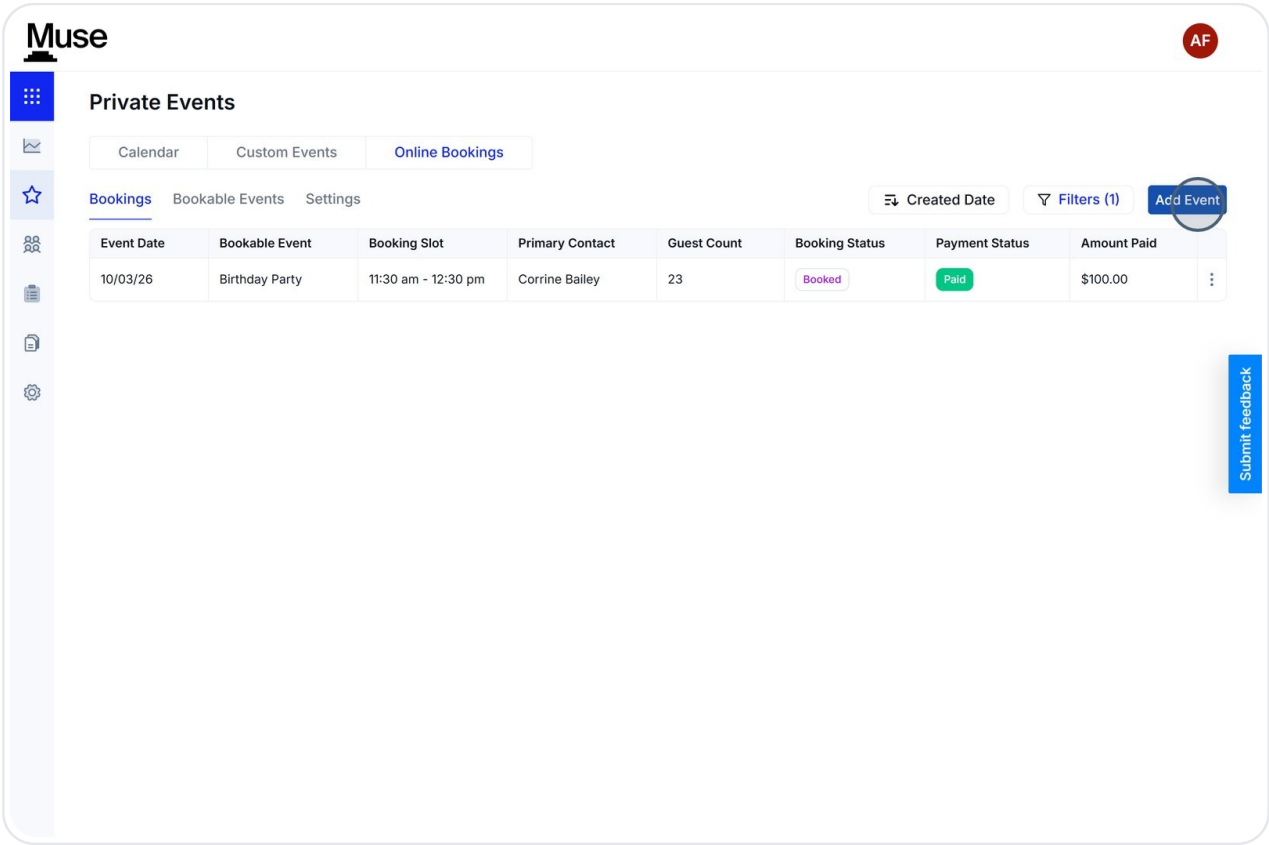
Special Hours

September 2026

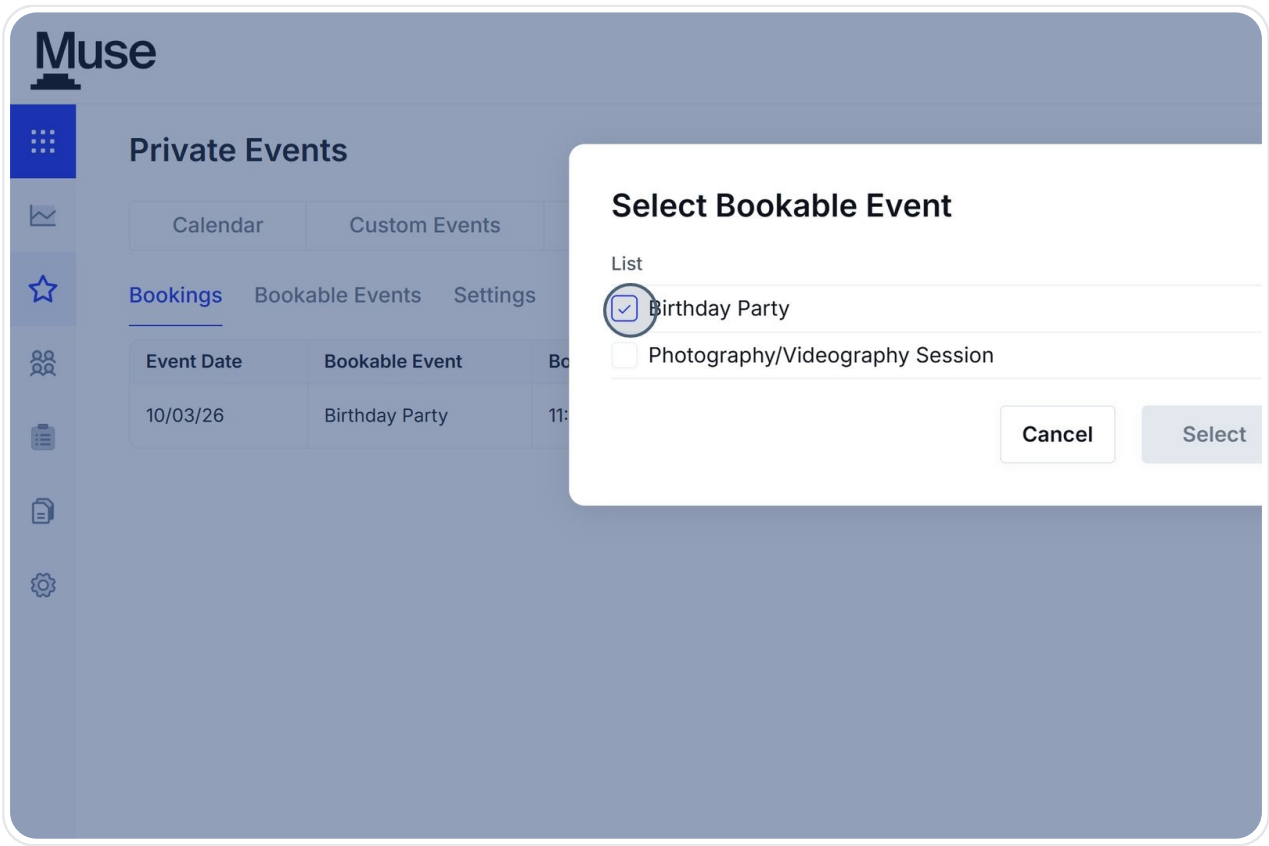
SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
					4:00 pm - 6:00 pm: Photography/Videography Session (North Garden)	
					4:00 pm - 6:00 pm: Photography/Videography Session (North Garden)	
13	14	15	16	17	18	19

Submit feedback

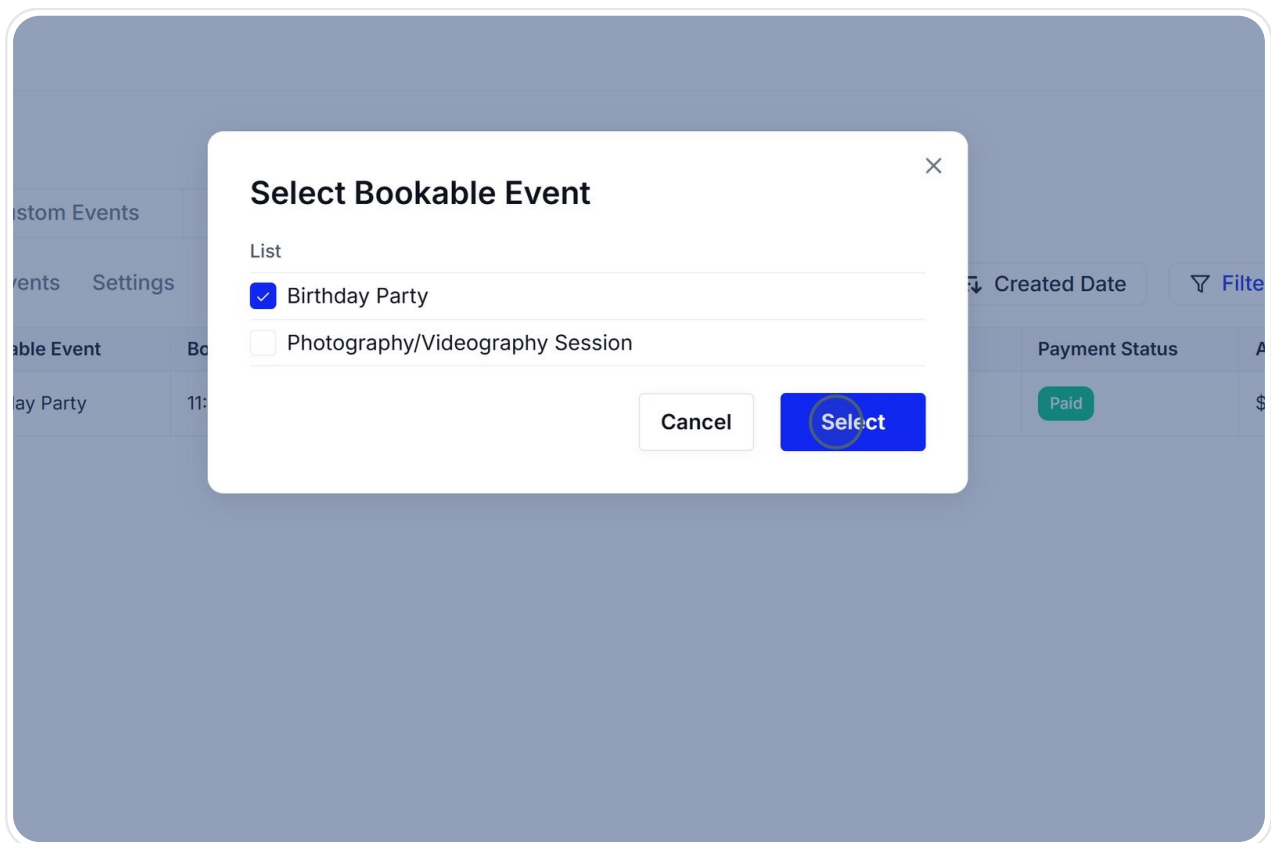
5. Tap Add Event to start creating a new private birthday party reservation.



6. Select any of your Booking options

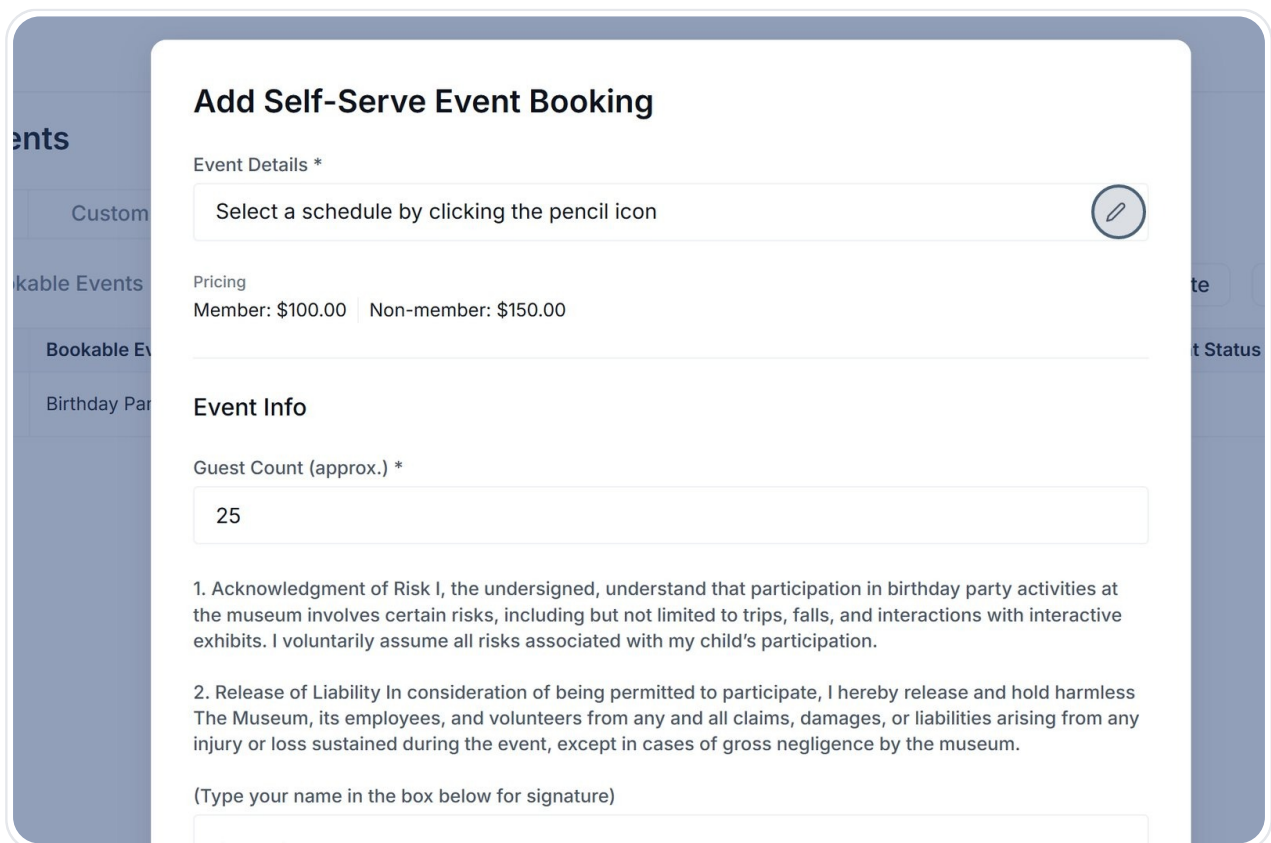


7. Press Select to confirm your event type.



A modal dialog titled "Select Bookable Event" with a close button (X) in the top right corner. Below the title is a "List" section containing two items: "Birthday Party" with a checked checkbox and "Photography/Videography Session" with an unchecked checkbox. At the bottom right of the modal are two buttons: "Cancel" and "Select". The "Select" button is highlighted with a red circle. The background shows a blurred view of the event management interface with various filters and event listings.

8. Select your preferred party time by clicking the pencil icon.



A form titled "Add Self-Serve Event Booking". It contains several sections: "Event Details *" with a text input field containing "Select a schedule by clicking the pencil icon" and a pencil icon button; "Pricing" with "Member: \$100.00" and "Non-member: \$150.00"; "Event Info" with "Guest Count (approx.) *" and a text input field containing "25"; and two paragraphs of text regarding risk acknowledgment and liability release. At the bottom, there is a text input field for a signature with the prompt "(Type your name in the box below for signature)".

9. Select your desired event date to move forward with booking.

Birthday Party

< October 2026 >

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

10. Pick from available time slots to secure the best fit for your Birthday Party.

Bookable Events

Birthday Party

< October 2026 >

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sat, Oct 31, 2026

Birthday Party (More than 20 people)
11:30 am - 12:30 pm

Birthday Party (Under 20 people)
11:00 am - 12:30 pm

11. Click the arrow to confirm your chosen time slot for the celebration.

erve Event Booking

October 31, 2026 | 11:30 am - 12:30 pm

October 2026

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

Sat, Oct 31, 2026

Birthday Party (More than 20 people)
11:30 am - 12:30 pm

Birthday Party (Under 20 people)
11:00 am - 12:30 pm

te

Filters (1)

Add Event

t Status

Amount Paid

\$100.00

Submit feedback

12. Enter your estimated guest count for a tailored experience.

Events

Custom

Bookable Events

Bookable Events

Birthday Party

Add Self-Serve Event Booking

Event Details *

Select a schedule by clicking the pencil icon

Pricing

Member: \$100.00 | Non-member: \$150.00

Event Info

Guest Count (approx.) *

1. Acknowledgment of Risk I, the undersigned, understand that participation in birthday party activities at the museum involves certain risks, including but not limited to trips, falls, and interactions with interactive exhibits. I voluntarily assume all risks associated with my child's participation.

2. Release of Liability In consideration of being permitted to participate, I hereby release and hold harmless The Museum, its employees, and volunteers from any and all claims, damages, or liabilities arising from any injury or loss sustained during the event, except in cases of gross negligence by the museum.

(Type your name in the box below for signature)

View online

13. Fill out any custom questions or terms and conditions

Birthday Party

Event Info

Guest Count (approx.) *

25

1. Acknowledgment of Risk I, the undersigned, understand that participation in birthday party activities at the museum involves certain risks, including but not limited to trips, falls, and interactions with interactive exhibits. I voluntarily assume all risks associated with my child's participation.

2. Release of Liability In consideration of being permitted to participate, I hereby release and hold harmless The Museum, its employees, and volunteers from any and all claims, damages, or liabilities arising from any injury or loss sustained during the event, except in cases of gross negligence by the museum.

(Type your name in the box below for signature)

☐ I agree to the above Liability Waiver

Add-Ons

☐ Additional 30-minutes (+\$50.00) (Adds additional time to session)

14. Enter the information of your primary contact for easy communication.

Bookable Event

Birthday Party

Add-Ons

☐ Additional 30-minutes (+\$50.00) (Adds additional time to session)

Primary Contact

First Name *	Last Name *
Email *	Phone Number
	+1 201-555-0123

☐ I have read and agree to the Terms & Conditions

Cleaning Fee: \$75.00
A one-time cleaning fee for this booking. It is included in the total below.

Additional Guest Fee: \$15.00
Additional Guest Policy: This reservation accommodates up to 25 guests. If your party exceeds this number, additional charges for extra adults/children will apply and be collected upon arrival.

Total \$225.00

Event Status

15. Hit Save Event to reserve your private birthday party and ensure that date is taken online

ict

Last Name *

Fraser

r@musesoftware.ai

Phone Number

+1 1234567890

nd agree to the Terms & Conditions

.00

fee for this booking. It is included in the total below.

ee: \$15.00

by: This reservation accommodates up to 25 guests. If your party exceeds this number, additional charges
en will apply and be collected upon arrival.

Cancel

Save Event

Submit feedback

16.

Muse

AF

Private Events

Calendar

Custom Events

Online Bookings

Bookings

Bookable Events

Settings

Created Date

Filters (1)

Add Event

Event Date	Bookable Event	Booking Slot	Primary Contact	Guest Count	Booking Status	Payment Status	Amount Paid	
10/31/26	Birthday Party	11:30 am - 12:30 pm	Amanda Fraser	25	Booked	Paid	\$0.00	⋮
10/03/26	Birthday Party	11:30 am - 12:30 pm	Corrine Bailey	23	Booked	Paid	\$100.00	⋮

Submit feedback