



NORTH · CAROLINA
AQUARIUM
at Pine Knoll Shores

Special Events
Additional Information

North Carolina Aquarium at Pine Knoll Shores
Special Events Department
1 Roosevelt Blvd.
Pine Knoll Shores, NC 28512
www.ncaquariums.com/pine-knoll-shores

Kerri Sommer, Special Events Coordinator
Email: kerri.sommer@ncaquariums.com
Phone: 252-247-4003, ext.260 or 1-800-832-3474
Fax: 252-247-0663

Gina Holland, Assistant Special Events Coordinator
Email: gina.holland@ncaquariums.com
Phone: 252-247-4003, ext.291 or 1-800-832-3474
Fax: 252-247- 0663

Special Programs

The North Carolina Aquarium at Pine Knoll Shores staff is pleased to provide special programs to make your event as educational and entertaining as possible. The following programs are available based on staff and animal availability. They require advanced program scheduling. You will receive a separate invoice for these programs; fees are paid to our Education Department.

Touch Tanks with Educators – \$250 for 2-hours

Rate is based on private, evening events only. If the client is hosting a day event, the option to interact with the touch tanks is available based on public operating hours.

- Educators/Volunteers demonstrate the proper way to handle touch tank animals while educating guests on species and life cycles.
- If touch tanks are not staffed, guests will be asked to refrain from touching the animals and from sitting on the touch tank structure.
- Guests will be asked to keep food and drink away from touch tank structure.

Live-Animal Presentation – \$75 per presentation

Rate is based on private presentation(s), taking place during the day or evening. If the client is hosting a day event, the option to participate in alive-animal presentation open to the public is available. If the client would like to participate in a Winging It - Birds in Flight Program, standard ticket prices apply and purchasing of the tickets will be required the morning of the event.

- Live-animal presentations on topics including sea turtles, alligators, snakes and horseshoe crabs.
- Aquarium Educators make these presentations in the Big Rock Theater, maximum seating capacity of 150.
- Each presentation features at least one live specimen, and lasts approximately 30-35 minutes.

Behind-The-Scenes Tour – \$200 per tour

Rate is based on a private tour, taking place during the day or evening. If the client is hosting a day event, the option to book a behind-the-scenes tour open to the public is available. Public tour rates will apply and will require the client to pre-register participants.

- 30-minute guided tour of animal husbandry workspaces, including upper deck tour of the *Living Shipwreck* exhibit.
- Behind-the-Scenes Tours are limited to 15 people per tour.
- Tours are not recommended for children under age 5.
- Closed-toe shoes are required. High-heeled shoes and flip-flops are prohibited.

Complimentary Equipment

Client is responsible to contract additional labor for set-up and break-down of tables, chairs and centerpieces. Discuss options with your caterer or hire an outside private events coordinator to satisfy this requirement.

Tables:

- 16 – 60" round (seat 8) 7 – 8' rectangular
- 2 – 48" round 2 – 6' rectangular
- 5 – serpentine
- 10 – 30" bistro, 3 levels of height

Coolers:

- 4 – barrel
- 3 – standard

Chairs:

- 150 – white resin padded chairs
- 50 – blue conference chairs

Battery-operated candle: white, size of a tea light

Wax candle holders: Combination of round and square; white, resemble real candles
3" x 3" and 3" x 5"

Teal votive:

School of fish etched into teal votive.
Candle inserts included.

Hurricane: with sand and candle

Fish bowl: with sand and candle



Rental Equipment

Disposable options: White square package **\$2.00 per person**
Bamboo Package **\$4.50 per person**
Per person cost priced based on ceremony & reception events.

Image of full table set up can be provided

Ceremony Drape: White fabric. Frame around window &/or entrance into Soundside Hall. **One: \$75**
Two: \$125

Countertop fabric & lights: White fabric on counter tops with white lights underneath. Complimentary with rental of two ceremony drapes. \$35 without rental of ceremony drapes.



Dance Floor: Wild Cherry, commercial vinyl; with edging.
Aquarium staff will set up and break down.
12' x 12': \$330 (suitable for 30 people)
16' x 16': \$615 (largest available for Ocean Gallery)
20' x 20': \$645 (suitable for 70 people)

Linen: White, floor-length.
Linens are billed post-event and based on number used during event
\$14 per piece



Timeline Reference

We would like to share specific timeframes and points of interest that we will be discussing with you over the course of planning.

6 Months prior to event date

Base fee is due
Payments are non-refundable if client cancels event

5 months prior to event date

Strongly suggested that all vendors (florist, photographer, ceremony presider, ceremony director, etc.) who have not visited the aquarium from a service providers point-of-view, visit the Aquarium to insure they can work in the venue and meet your needs

4 months prior to event date

If you wish to have alcohol (beer, wine and champagne ONLY; liquor is not permitted on property), you must confirm with a caterer at this time. The caterer must hold insurance coverage (to include Liquor Liability. Liquor Liability covers beer, wine and champagne) and be able to provide a bartender. Inform the Aquariums Special Events Coordinator of the caterer you have chosen and instruct Events Coordinator to move-forward with requesting alcohol approval from the Aquariums Division Director.

2 months prior to event date

Finalize and confirm who is responsible for the centerpieces: assemble and disassemble on tables, and removing from aquarium.
Finalize and confirm who is setting up and breaking down tables, chairs and linens. If this is through your caterer, reminding them 2 staff per 50 guests is required.
Review invoice and prepare for final payments which are due 15-days before event.

1 month prior to event date

Schedule final walk-through.
The walk-through should take place soon after your RSVP date. This is so the event decisions are based on an accurate number of guests. Attending the walk-through should be: your caterer, private events coordinator, Aquarium staff coordinator and yourself. Other vendors are welcome to attend but not required. Event times, table and linens needed will be confirmed during this walk-through giving sufficient time for a revised invoice to be mailed and for all charges to be paid 15 days prior to event date.

Final Walk-Through Date: _____ **Time:** _____

15 days prior to event date

Additional hours & all applicable service fees are paid in full.

7-5 days prior to event date

Delivery and pick-up times of all service provides scheduled.

5-9 days prior to event date

Revised invoice for any charges that occurred during event will be sent. Client should call for payment or refund.