



NORTH · CAROLINA
AQUARIUM
at Pine Knoll Shores

Special Events
Rental Information & Agreement

*Thank you for your interest in renting the North Carolina Aquarium at Pine Knoll Shores.
We look forward to helping make
a lifetime memory.*

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

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Special Events Coordinator
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Note: Rentals must adhere to prices and policies stated in the most current Rental Guide. Please check the website for the latest revision.

**North Carolina Aquarium at Pine Knoll Shores
Facility Rental Options and Prices**

Conference Room, Day Event

The Conference Room is ideal for a daytime meeting or a round-table discussion. It features a large conference table, comfortable chairs, AV system and local phone service. It seats up to 14. Please have two greeters – one stationed at the main entrance, the other at the entrance to the Conference Room. (Not available for evening rentals.)

Security Deposit: Half the total rental charge is required to hold the date.

Fee: \$30 per hour

Participation Fee: \$8 per person. The fee is paid on the day of the event. Your guests will be able to view the Aquarium post-event.

- Note that rental time covers set-up, meeting and clean-up time.

Soundside Hall, Day Event

Soundside Hall is our spacious multi-purpose room, measuring approximately 37 feet by 50 feet. It features a wooden cathedral ceiling, a working fireplace and an adjoining wooden deck. Soundside Hall has a breathtaking view of Bogue Sound. The serene view of water, marsh and wildlife brings tranquility to any gathering, whether it is a team-building retreat, business meeting, reunion or ceremony. Rental also includes AV systems and a full-featured catering kitchen.

Space is for 125 guests or fewer. Available between the hours of 8 a.m. – 4 p.m. Clean up must be concluded by 4 p.m.

Security Deposit: \$125

Fee: \$125 per hour

Participation Fee Bracket: {1-35 guests = \$175} {36-75 guests = \$375} {76-125 guests = \$625}

Your guests will be able to view the Aquarium post-event.

- Security Deposit is separate from fees; non-refundable if event is cancelled.
- Note that rental time covers set-up, event and clean-up time.
- Aquarium staff will set up and break down tables, chairs and linen.
- \$375 (fee for three hours) is required to be paid six months out from event date. This is non-refundable if event is cancelled.

Big Rock Theater, Evening Event

The Big Rock Theater, adjacent to the entrance lobby, is the Aquarium's auditorium. It has a seating capacity of 150 and is equipped with a large-screen AV system. Rental of the Big Rock Theater includes access to the Aquarium's main entrance lobby and restrooms only. Other galleries and exhibits are closed to this venue. Refreshments can be served in the lobby entrance area.

Required Security Deposit (Refundable) \$100

Fee: \$220 per hour

- Note that rental time covers set-up, event and clean-up time.

Freshwater Galleries plus Soundside Hall, Evening Event

Rental of Freshwater Galleries begins with access to the Entrance Lobby, and a view of the magnificent, 35-foot-tall waterfall. Your guests will continue to be entertained as they view numerous exhibits, including our most adorable animals, the river otters. Use of Soundside Hall is included in the Freshwater Rental. Soundside Hall is our spacious multi-purpose room, measuring approximately 37 feet by 50 feet, featuring a wooden cathedral ceiling, working fireplace and adjoining deck. Soundside Hall has a breathtaking view of Bogue Sound. The scene of water, marsh and wildlife brings tranquility to any gathering, whether it is a team-building retreat, business meeting, reunion or ceremony. Your event will be remembered for the beauty that surrounded your guests. Rental includes assistance from Events Coordinator, Housekeeping and Security; use of the catering kitchen and a quantity of tables and chairs. Recommended for 125 or fewer guests.

Security Deposit: \$500

Base Fee 5:30 p.m. – 10:30 p.m.: **\$2,100**

Additional Time 10:30 p.m. – midnight: **\$525** (can be prorated for the half-hour)

- Security Deposit is separate from fees, and is non-refundable if event is cancelled.
- Contracted rental time must cover set-up, event and clean-up time.
- For parties of 130 or more or desire to go past 12 a.m., service fees will apply. Please see "Specific Conditions" on page 7.
- The Aquarium is a public venue until 5:30 p.m. Event set-up in public galleries can begin at 5:30 p.m.

Saltwater Galleries, Evening Event

Saltwater Rental begins with access to the Entrance Lobby. As guests continue, they will be amazed by the magnificent animals they observe -- seahorses, alligators, lionfish, stingrays and sharks. The highlight is the Aquarium's *Living Shipwreck* exhibit, the largest saltwater tank in North Carolina, containing 306,000 gallons. The diversity of offshore sea life will leave your guests awestruck. Dancing, dining and connecting with others against this amazing backdrop will mark your event with distinction. Rental includes assistance from Events Coordinator, Housekeeping and Security; use of the catering kitchen and a quantity of tables and chairs. Recommended for 175 or fewer guests.

Security Deposit: \$500

Base Fee 5:30 p.m. -10:30 p.m.: **\$2,750**

Additional Time 10:30 p.m. – midnight: **\$630** (can be prorated for the half-hour)

- Security Deposit is separate from fees, and is non-refundable if event is cancelled.
- Contracted rental time must cover set-up, event and clean-up time.
- For parties of 130 or more or desire to go past 12 a.m., service fees will apply. Please see "Specific Conditions" on page 7.
- The Aquarium is a public venue until 5:30 p.m. Event set-up in public galleries can begin at 5:30 p.m.

Entire Aquarium, Evening Event

Entire Aquarium rental encompasses all the elegance the Aquarium has to offer, with numerous location options for staging activities. Does your ceremony or gathering take place in the Aquarium's serene Soundside Hall, or in front of the majestic 306,000-gallon saltwater exhibit, the *Living Shipwreck*? Do guests enjoy appetizers while watching the river otters, and then dance and dine alongside mesmerizing sea life? We will help make your event a lifetime memory for you and your guests. Rental includes assistance from Events Coordinator, Housekeeping and Security; use of the catering kitchen and a quantity of tables and chairs. Recommended for 175 or more guests.

Security Deposit: \$500

Base Fee 5:30 p.m. -10:30 p.m.: **\$3,300**

Additional Time 10:30 p.m. - midnight: **\$630** (can be prorated for the half-hour)

- Security Deposit is separate from fees, and is non-refundable if event is cancelled.
- Contracted rental time must cover set-up, event and clean-up time.
- For parties of 130 or more or desire to go past 12 a.m., service fees will apply. Please see "Specific Conditions" on page 7.
- The Aquarium is a public venue until 5:30 p.m. Event set-up in public galleries can begin at 5:30 p.m.

Service Providers

As the client, you are responsible for contracting with the service providers you need -- caterers, florists, DJs/bands, photographers, etc. Listed below are basic conditions and terms that service providers must adhere to.

BEFORE you book with any service provider, be sure:

- 1) You have discussed the following requirements with them.
- 2) Necessary paperwork has been submitted to Aquarium.
- 3) Provider has agreed to bring adequate staff to set up and break down in the times allotted for event.

*Failure of the service providers to meet the Aquarium's requirements may result in additional charges paid by the client.
The Aquarium has no liability or responsibility for equipment left at Aquarium.*

Caterers:

- The Aquarium must have on file:
 - Copy of current health sanitation score.
 - Copy of general liability insurance policy.
 - Copy of original permit, issued by Health Department, stating the business is a restaurant, caterer or food service provider.
- The caterer must supply a bartender, who must serve all alcoholic beverages. Alcohol is limited to beer, wine and champagne that is 16 percent alcohol or less.
- For day events: Aquarium staff will set up and break down tables, chairs and linen.
- For evening events: The caterer must agree to provide, at a minimum, two (2) staff members per every 50 guests, dedicated to assist Aquarium staff in set-up and break-down of tables, chairs and linen. (If caterer does not supply this staff, client will need to hire a private events coordinator to satisfy this requirement.)
- Standard clean-up time is one hour for parties of 130 or fewer. More time will be required for larger parties.
- The caterer is responsible for the sanitation of the catering kitchen, including removal of food and beverages, trash and recycle removal to appropriate locations, and clean-up within the cleaning time that has been allotted based on your event.
- If caterer has never serviced an Aquarium event, or it has been more than two years since servicing an Aquarium event, caterer is required to meet with an Aquarium Special Events Coordinator no less than 16 weeks before the event; plus attend the Final Walk-Through meeting that takes place three weeks out from event and is conducted with Aquarium Special Events Coordinator, client and caterer.
- Caterers that have serviced an Aquarium event within the past two years are required to attend the Final Walk-Through meeting.
- I have informed my caterer to check in with the Special Events Coordinator by entering the front entrance of the Aquarium upon arrival.

My caterer is: _____ *Phone Number:* _____

Private Events Coordinator:

- Will be required to work very closely with the Aquarium's Special Events Coordinator. All details will be discussed with Aquarium Special Events Coordinator.
- If assisting with table and chair set-up, must adhere to the (2) staff per every 50 guests requirement.
- Will bring adequate staff to implement details they have the responsibility to carry out.
- If acting as the florist, must adhere to requirements. If acting as ceremony director, must adhere to requirements.

My private events coordinator is: _____ *Phone number:* _____

DJ/Band/Master of Ceremonies:

- I have informed the DJ or Master of Ceremonies of designated set-up and break-down time, and DJ/Band has agreed they can break down in the allotted time.
- A copy of rider/band contract must be given to Aquarium Special Events Coordinator to review logistics.
- DJ/MOC can provide amplification for music and announcements. The Aquarium has limited abilities.
- The DJ/MOC, Aquarium's Special Events Coordinator, private events coordinator and I have discussed announcements (time and location for introductions, time for last call, etc).

My DJ/Band/Master of Ceremonies is: _____ *Phone number:* _____

Rental Company:

- If I am renting a dance floor, I have informed the provider it must be removed either the night of the event or before 8:15 a.m. the following morning.
- I have informed the provider that he/she is responsible for calling my Aquarium contact to schedule delivery and pick up of rented items.

My rental company is: _____ *Phone number:* _____

Florist/Decorators:

- I have informed the florist of designated set-up and break-down times.
- The florist agrees to bring adequate staff to set up and break down in specified times.
- The florist understands nothing may be nailed, taped or otherwise attached to Aquarium walls or furnishings. No decorations may impede emergency signs or exits.
- I have informed my florist to check in with the Special Events Coordinator by entering the front entrance of the Aquarium upon arrival.

My florist is: _____ *Phone number:* _____

Cake Provider:

- I have informed the designer of designated set-up times.
- The designer agrees to bring adequate staff to set up.
- I have informed my designer to speak with the Special Events Coordinator at least two (2) days prior to event to discuss load-in options.
- We have discussed the need for take-home boxes for left-over cake.
- We have discussed equipment that must be returned to the designer.

My cake provider is: _____ *Phone number:* _____

Ceremony Director:

- The director agrees to facilitate ceremony details during rehearsal and event. (Rehearsal time is scheduled by Aquarium based on space availability.)
- The director will work with Aquarium Special Events Coordinator on entry/exit of bridal parties.
- The director will instruct music queues.

My ceremony director is: _____ *Phone number:* _____

My ceremony presider is: _____ *Phone number:* _____

My photographer is: _____ *Phone number:* _____

My greeters are _____, _____, _____

**North Carolina Aquarium at Pine Knoll Shores
Facility Rental Conditions**

Hours and Availability: The Aquarium is open year-round, with the exception of Thanksgiving and Christmas days. Soundside Hall is available for private rental between the hours of 8 a.m. and 4 p.m. Private evening rentals may set up following the facility's public closing at 5:30 p.m. NO early set-up is allowed in public areas.

Exceptions and Restrictions: (1) Non-profit, private and commercial users may rent the designated spaces subject to Aquarium availability and approval. (2) The primary concern of the Aquarium is the safety and well-being the animals, the exhibits and their components. To support these concerns and to ensure the overall safety and needs of the rental group, the Aquarium reserves the right to move or terminate the location of any event. (3) Patrons may not book the facility for the purpose of renting to another party ("third-party rental.") Third-party rentals will result in the loss of rental privileges for all parties involved.

Observers: The Aquarium reserves the right to bring potential renters in during an event for discreet observation.

Confirmation, Security Deposits, Payments and Cancellation

Confirming a Date:

The applicable security deposit and signed agreement must be submitted together in order to reserve the date and time.

Security Deposit:

The security deposit does not go toward the actual rental fees. The security deposit is kept separate from fees in case of damages or incidentals during event. Any remaining deposit will be refunded after event. The option to pay toward linen fee from security deposit is available if the event stays in compliance with the agreement. The security deposit is non-refundable if client cancels event.

Refunding the Security Deposit:

A refund of the security deposit will be issued if all of the conditions and terms are met as defined by this contract.

State policy requires a Social Security number to process a refund of a check or cash; this requirement is not for tax purposes. The refund may take up to 30 days from the time it is requested. If the security deposit is paid with a VISA or MasterCard, the payee's Social Security number is not required.

Payment Schedule:

All payments, once received by the Aquarium, are non-refundable if client cancels event.

Day events: Fee for three hours (\$375) for Soundside Hall is due six months from event date.

Evening events: Base Fee is required to be paid in full six months from event date.

Additional hours, participation fee and applicable service fees: Required to be paid in full 15 days prior to the event.

If charges are not paid based on this payment schedule, the Aquarium is not required to host the event.

Linen fee:

Line fee will be determined during the event. The client will be required to pay the linen fee within 30 days of the event, or the linen fee can be deducted from the security deposit if the event stays in compliance with the agreement.

Cancellation Policy:

Money paid to the Aquarium is non-refundable, once received. The exception is the security deposit, which is refunded after the event, and ONLY after the event has been determined to have stayed in compliance with agreement.

Hurricane/Natural Disaster Policy:

If officials call for an evacuation of Bogue Banks prior to your event and evacuation remains active through date and time of event, the event will be cancelled. The Events Coordinator will discuss the possibility of rescheduling event. If event cannot be rescheduled, the Aquarium will refund money paid to the Aquarium ONLY.

If an evacuation is ordered days before the event and then lifted prior to event, the event may proceed if: the island is fully open to traffic; the Aquarium has not suffered damages; and adequate Aquarium personnel are available to cover the event.

If evacuation has not been ordered, it will be at the Aquarium's discretion to determine whether the event will proceed.

If the client cancels the event prior to an evacuation being issued, the Aquarium's normal cancelation policy will apply.

Specific Conditions

- ❑ The Events Coordinator that reviews the Rental Agreement with you may/may not be the Events Coordinator attending your event.
- ❑ Client is responsible for all payment deadlines, understanding that if fees are not paid based on the payment schedule listed in this agreement (see "Payment Schedule," page 6) the Aquarium is not required to host the event; event will be cancelled.
- ❑ Client is responsible for communicating all service provider requirements to appropriate parties, understanding that failure of service providers to meet the Aquarium's requirements may result in additional charges paid by client.
- ❑ Client is responsible for contracting additional labor for set-up and break-down of tables and chairs with the caterer or private events coordinator. Family and friends are not permitted to provide labor for set-up and break-down of tables and chairs.
- ❑ Family and friends may provide labor for assembly and clean-up of centerpieces. They must adhere to the same policies and timing as all other vendors.
- ❑ For parties expecting a guest count between 150 – 250, additional Aquarium staff will be provided. A service fee of \$250 will be added to cover the additional staff cost. For parties of 250 or more, staffing needs and charges will be structured according to the event.
- ❑ Client is responsible for having at least two greeters at the entrance of the Aquarium. Greeters are to be in place 30 minutes prior to event start time and remain through guests' arrival. Greeters are to welcome guests, ensure they are event attendees and inform guests of special instructions. For day events, an additional greeter at entry of event space is recommended. For evening events, once greeters leave the entrance area, Aquarium Security will lock the front doors, preventing entry. (This will not prohibit guests from leaving the facility.) To aid in guests' timely arrival, state a limited arrival time on the invitation. If client is concerned about potential later arrivals, client can provide a sign stating the cell phone number of event host.
- ❑ Clean-up time will be included in overall rental time. Standard clean-up time is one hour for parties of 130 or fewer. More time will be required for larger parties and/or vendors that have extensive break-down needs.
- ❑ For rental time that goes past 12 a.m., additional hours will increase to \$650 per hour starting at 12 a.m.
- ❑ Client is responsible for ensuring that the Aquarium premises are restored to their original condition immediately following event's conclusion.
- ❑ All aspects of the event – decorations, caterer, music, etc. – must be pre-approved by Events Coordinator. No live flame is allowed; battery operated candles only. Decorations may not impede the operation of emergency equipment, nor block exits.
- ❑ Decorations should not be attached to any parts of the building; décor must be self-standing.
- ❑ Linens and/or dance floor can be provided for an additional fee or clients can provide their own.
- ❑ All ceremony rehearsals will be scheduled by Events Coordinator according to availability of space.
- ❑ Bird seed and rice are NOT allowed for the exit of the bride and groom. Speak with Events Coordinator for exit options.
- ❑ The Aquarium strives for 100 percent exhibit operation, but some exhibits occasionally are closed for maintenance. No discounts or refunds will be made for these closures.

Please read the following carefully

- ❑ Food must be provided by a health-department-inspected, insured and permitted caterer or food-service provider. An exception can be allowed for cakes.
- ❑ Alcoholic beverages are limited to **beer, wine and champagne only** and are allowed if client requests on agreement, and Aquarium personnel approve. The client is responsible for hiring a caterer that has insurance to cover alcohol liability and that can provide bartending services. A bartender is responsible for the serving of all alcoholic beverages. Please note:
 - Hard liquor is explicitly prohibited on Aquarium property and is a term of cancellation if liquor is suspected.
 - The legal drinking age in North Carolina is 21 years old. (Bartenders will card as necessary.)
 - Self-serving of alcoholic beverages is NOT allowed.
 - Open containers may NOT leave the Aquarium.
 - Alcohol will not be served for the last 30 minutes of the event.
 - It is the responsibility of the client to work with a caterer who can implement these alcohol-related policies.
- ❑ For events considering monetary exchange for guests' admittance into event where alcohol is served, i.e. cash bars, ticket sales, membership fees, donations, etc., client must obtain a Special One-Time Permit through North Carolina ABC Commission.
- ❑ Use of restricted or illegal substances by client, service providers or guests will result in immediate expulsion from property, cancellation without refund and notification to proper authorities.
- ❑ Smoking is absolutely prohibited in all indoor areas.
- ❑ The Aquarium reserves the right to limit event time or noise level.
- ❑ Client nor guests may not use areas not previously specified.

- ❑ Client and caterer (and hired private events coordinator, if client hires one) must meet with the Events Coordinator no later than three weeks (21 days) from the contracted event date. Details of event will be determined. For example, food and guest table placements, beverage station locations, schedule of activities, etc.
- ❑ Circumstances that Aquarium personnel do not have control over and that can cause the event to be extended include:
 - Set-up was more extensive than planned.
 - Host arrived later than scheduled.
 - Dinner extended beyond scheduled time.

When the event is perceived to be behind schedule, the Event Coordinator will inform client at the most appropriate time and discuss options.

- If clean-up is more extensive than planned and extra time is needed for maintenance, i.e. cake/beverages in carpet, restrooms needing more than routine work, caterer not providing adequate staff, etc., it is at the discretion of Aquarium's Special Events Coordinator to charge applicable fees.
- ❑ If a malfunction in the Aquarium's facility causes the event to be extended, the Aquarium will honor the scheduled event length and the renter will not be charged for extra time.

LIABILITY RELEASE AND EXPRESS ASSUMPTION OF RISK

For and in consideration of the use of the North Carolina Aquarium at Pine Knoll Shores facilities, I agree and hereby assume responsibility and liability for any and all injuries or damages to persons or property which may occur, directly or indirectly, as a result of my use of the North Carolina Aquarium at Pine Knoll Shores for my planned event, whether such injury or damage occurs before, during or after such event. Also, I shall indemnify and hold harmless the North Carolina Aquarium at Pine Knoll Shores, its employees and agents, from all responsibility against any claims filed by third parties for any such injuries, acts and all damages resulting either directly or indirectly from my use of the Aquarium.

Furthermore, in signing this agreement, I hereby agree to comply with and abide by the laws applicable to the serving of alcoholic beverages at my event. I acknowledge the North Carolina Aquarium at Pine Knoll Shores reserves the right to refuse alcoholic beverages to any individual that appears intoxicated.

I hereby personally assume all risks in connection with my actions and those of any service providers I hire while on the Aquarium property and for any harm, injury or damage that may befall me or those of any service providers, whether foreseen or unforeseen.

I further state that I am of lawful age and legally competent to sign this liability release. I understand that the terms herein are contractual and not a mere recital, and that I have signed this document of my own free act.

I have fully informed myself of the contents of this Rental Agreement and Liability Release and Express Assumption of Risk by reading it before I signed it on behalf of myself and my heirs. In the event that any information I have provided within this contract is found to be fraudulent, all monies collected will be forfeited and the event will be cancelled.

Client/Renter Signature:

X _____ X _____ _____
 Client/Renter Signature Printed Name Date

North Carolina Aquarium at Pine Knoll Shores - Staff Use Only:

X _____ X _____ _____
 Special Events Coordinator Signature Printed Name Date

[This page must accompany deposit.](#)

Rental Agreement

Limited information (Client name, contact information, event date) contained on this form is subject to the North Carolina Public Records Law (NC General Statute 132-1) and may be disclosed to third parties upon request. Social Security numbers and credit card information will not be disclosed.

Name of Event: _____
(Please disclose the type of event: ceremony only, ceremony and reception, reception only, reunion, anniversary, birthday, etc)

Bride: _____ Groom: _____

Event Date: ____/____/____ Ceremony Rehearsal Date: TBD by Events Coordinator

Referred by: Aquarium website Other website: _____ Aquarium Membership Attended an event Friend
Crystal Coast Bride Magazine Crystal Coast Wedding Salon The Knot Other: _____

Contact Information of person responsible for payment:
Social Security # or Federal ID# will be required only if paying security deposit by check or cash

Contact Information of person making decisions:

Name: _____
Street or PO Box: _____
City: _____ State: _____ Zip: _____
Phone #: (____) _____
2nd Phone #: (____) _____
Email: _____@_____

Name: _____
Street or PO Box: _____
City: _____ State: _____ Zip: _____
Phone #: (____) _____
2nd Phone #: (____) _____
Email: _____@_____

Number attending event: (Adults) _____ (Children) _____

I will have various food items available to guests, provided by a caterer who meets the requirements stated in this contract. **Y N**
I plan to have beer, wine and/or champagne during my event. **Y N**

I agree to hire a caterer who can supply a bartender and who holds insurance to cover alcohol liability. _____ Signature

Security Deposit Paid: ___Cash ___Check ___Visa ___MC \$ _____
You may make credit card payments by phone at (252) 247-4003, ext: 291 or 260

Facility venue: ___Soundside Hall, day rental ___Freshwater Galleries and Soundside Hall, evening rental
(Check one) ___Conference Room, day rental ___Saltwater Galleries, evening rental
___Entire Aquarium, evening rental \$ _____
___Big Rock Theater, evening rental Base Fee
Due six-months from event date

Extra Hours: # of hours _____ X \$ _____ per half-hour rate \$ _____
Discount: (by approval only; excludes linen fees) _____% (\$ _____)

Extra Hours after 12 a.m. : # of hours _____ X \$650 per hour rate = \$ _____

Guest Count, Evening Rentals:
___ fewer than 150 ___ 150-250 guests = \$250 ___ 250+ guests, price TBD \$ _____

Participation Fee, Daytime Rentals:
___ 1-35 guests = \$175 ___ 36-75 guests = \$375 ___ 76-125 guests = \$625 \$ _____

Additional Programs : ___Dive Show - TBD ___Touch Tanks (2.5 hours) - \$250
___Behind-the-Scenes Tour - \$100 ___Live Animal Presentation - \$75 \$ _____

Linen Rental: ___I want to rent the Aquarium's linens \$14 per piece ___I have other linen arrangements TBD during event

Dance Floor Rental: ___Not interested ___12 x12 = \$330 ___15 x 18 = \$615 ___18 x 18 = \$645 \$ _____
(largest for Ocean Gallery)

This page must accompany deposit.