



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

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

Contracted rental time must cover: set-up time, event time, clean-up time

Conference Room, Day Event

The Conference Room features a large conference table, comfortable chairs, AV system and local phone service. It seats up to 14.

Base Fee: \$45 per hour. Due time of booking.

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, AV systems, and an adjoining wooden deck.

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

Security Hold: \$100

Base Fee: \$500 Full-day; up to 50 participants {2-years old and younger are free}

\$750 Full-day; 51+ participants {2-years old and younger are free}

Freshwater Galleries plus Soundside Hall, Evening Event

Rental of Freshwater Galleries begins with access to the Entrance Lobby, continues with a view of the magnificent 35-foot-tall waterfall, numerous habitats including our most adorable animals, the river otters. Use of Soundside Hall is included.

Discussion is needed for recommended guest count.

Security Hold: \$500

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

Additional Time: \$175 per half-hour; valid until 12midnight

Saltwater Galleries, Evening Event

Saltwater Rental begins with access to the Entrance Lobby. As guests continue they will be amazed by 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.

Discussion is needed for recommended guest count.

Security Hold: \$500

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

Additional Time: \$210 per half-hour; valid until 12midnight

Entire Aquarium, Evening Event

Entire Aquarium rental encompasses all the elegance the Aquarium has to offer. 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.

Discussion is needed for recommended guest count.

Security Hold: \$500

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

Additional Time: \$210 per half-hour; valid until 12midnight

Service Provide Requirements

As the client, you are responsible for contracting with the service providers you need. 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:

- Options for food- and beverage-ware (plates, utensils, cups):
 - must be China provided by outside rental company or caterer,
 - or, the option for the client to purchase certified Bio-degradable disposables is available solely through the Aquarium.
- The Aquarium must have on file:
 - Copy of current health sanitation score.
 - Copy of general liability insurance policy. In addition to Liquor Liability for caterers serving beer, wine and champagne.
 - Copy of original permit, issued by Health Department, stating 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 or client will be charged extra service fees after event.
- Standard clean-up time is one hour for parties of 130 or fewer; additional staff will be required for larger parties.
- The caterer is responsible for the sanitation of the catering kitchen within the clean-up time that has been allotted based on your event. A caterer checklist is posted in the Catering Kitchen.
- If caterer has never serviced an event at Aquarium, or it has been more than two years since servicing an event at Aquarium, caterer is required to meet with an Aquarium Special Events Coordinator no fewer than 16 weeks before the event. Plus, attend the Final Walk-Through meeting that takes place three weeks out from event.
- 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 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 and/or ceremony director, must adhere to requirements as listed.

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 contact Special Events Coordinator to discuss arrival time and location.

My florist is: _____ *Phone number:* _____

Cake Provider:

- I have informed provider with designated set-up times.
- The cake provider agrees to bring adequate staff to set up.
- I have informed my cake provider 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 cake provider.

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

Ceremony Director:

- Ceremony directing experience is required.
- The director agrees to facilitate ceremony details during rehearsal and event. (Rehearsal time is scheduled by Aquarium based on space availability.) And, to facilitate the timing expectations set by Aquarium Special Events Coordinator.
- The director will coordinate music needed for ceremony directly with music provider.

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

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

My photographer is: _____ *Phone number:* _____

My greeters are _____, _____, _____

Facility Rental Conditions

Hours and Availability: The Aquarium is open year-round, except for 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 of 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 hold and signed agreement (pages 7 and 8) must be submitted together to reserve date and time. Acceptable forms of payment are: credit/debit card, check, cash, or money order.

Security Hold:

The security hold does not apply to rental fees. Security hold is kept separate from fees in case of damages or incidentals during event. The option to pay toward linen fee from the Security Hold is available after events conclusion and if event stayed in compliance with agreement.

The security hold is non-refundable if client cancels event.

Refunding the Security Hold:

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

To process a refund via check, the recipient's Social Security or Fed ID number is required; this requirement is not for tax purposes.

The refund may take up to 30 days.

To process a refund via credit/debit card, the recipient's Social Security or Fed ID number is not required.

Payment Schedule:

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

Charged rental time must cover set-up time, event time, and clean-up time.

Base fee: due six months from event date.

Additional hours and applicable service fees: Paid in full 15 days prior to event.

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

Linen fee: Linen fee will be determined during event. The client will be required to pay this remaining fee within 30 days of the event, or fee can be deducted from the security hold 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 hold as described.

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 received.

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

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

-If the client cancels the event prior to an evacuation being issued, Aquarium's normal cancellation 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. Specifics listed on page 5.
- ❑ Client is responsible for communicating all service provider requirements to appropriate parties. Specifics on pages 3 & 4.
- ❑ Client is responsible for contracting additional labor for set-up and break-down of tables and chairs with the caterer or private events coordinator. Staffing provided by vendors must be covered under vendor's insurance; therefore, family and friends are not permitted to set-up and break-down tables and chairs.
- ❑ Family and friends may assemble and break-down centerpieces. Their timing will be the same as all other vendors.
- ❑ 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, and layout will be finalized.
- ❑ For evening events expecting a guest count of 130 or above additional Aquarium staff will be provided; see page 8 for pricing. For parties of 250 or more, staffing needs and charges will be structured per 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
For day events, an additional greeter at the entrance of event space is recommended.
For evening events, once greeters leave the entrance area, Aquarium Security will lock the front doors, preventing entry.
- ❑ All ceremony rehearsals will be scheduled by Events Coordinator per 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.

Decor and supplementals

- ❑ All aspects of the event – decorations, caterer, music, etc. – must be pre-approved by Events Coordinator.
- ❑ Live flame is not allowed; battery operated candles only.
- ❑ Balloons, confetti, single-use plastic table covering, and single-use disposable food- and beverage-ware are not allowed.
- ❑ Decorations may not impede the operation of emergency equipment, nor block exits.
- ❑ Decorations should not be attached to any parts of the building.
- ❑ Linens and/or dance floor can be provided for an additional fee or client can provide their own.

Use of building

- ❑ The Aquarium reserves the right to limit event time or noise level.
- ❑ Clients and guests may not utilize or occupy areas that are not rented.
- ❑ For ceremony and reception events, most formalities are concluded by 9:15pm. Please discuss timing with events coordinator.
- ❑ Clean-up time will be included in overall rental time. Standard clean-up time is one-hour for parties of 130 or fewer. Additional time may be required for: bands, vendors with extensive break down needs, or larger parties.
- ❑ 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 is restored to original condition immediately following event.
- ❑ 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, caterer did not provide enough staff for set-up, late arrival of guests, 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, it is the discretion of Aquarium's Special Events Coordinator to charge applicable fees. i.e. cake/beverages in carpet, restrooms needing more than routine work, caterer not providing adequate staff, etc.
- ❑ The Aquarium strives for 100-percent habitat operation, but some habitats are occasionally closed for maintenance. No discounts or refunds will be made for these closures.

Food and beverage

- ❑ Food must be provided by a health department-inspected, insured and permitted caterer or food-service provider. An exception can be allowed for cakes.
- ❑ Single-use disposable food- and beverage-ware are not allowed. Options for food- and beverage-ware (plates, utensils, cups) must be China, or the Aquarium's certified Bio-degradable disposables.
- ❑ To purchase certified Bio-degradable disposables:
 - Purchase through Aquarium only to ensure product meets requirements; see prices *Additional Information Packet*.

- All requests must be confirmed no later than 15-days prior to event.
 - Alcoholic beverages are limited to **beer, wine and champagne only**. Client must request 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. Outsourcing a bartending service separate from caterer is prohibited
- 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.
- 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.
 - 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.
 - Sales and solicitations can occur within a private event. Discuss requirements and details with Aquarium's Event Coordinator no later than final walkthrough.
 - For sales requiring Wi-Fi connection, host holds all liability if using the NC Aquariums public Wi-Fi.

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)

Name(s) of host(s): _____

Event Date: ____/____/____

If wedding, name of: Bride/Groom: _____ Bride/Groom: _____

Contact Information of person responsible for payment:

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

Contact Information of person making decisions:

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 Hold: ___ Cash ___ Check ___ Visa ___ MC ___ Disc ___ AmEx \$ _____

Facility venue: ___ Soundside Hall, day rental ___ Freshwater Galleries, evening rental
 (Check one) ___ Conference Room, day rental ___ Saltwater Galleries, evening rental \$ _____
 ___ Big Rock Theater, evening rental ___ Entire Aquarium, evening rental Due 6-months prior to event

Guest count: ___ fewer than 50 ___ 51-130 (add'n charge for day event only) ___ 130 – 175 guests= \$150
 ___ 175 - 250 guests= \$250 ___ 250+ guests = price TBD \$ _____

Food- & beverage-ware ___ I will purchase Bio-degradable disposables through Aquarium
 ___ I will provide China through caterer or rental company price TBD

Linen: ___ Rent the Aquarium's white table linen= \$14 per piece ___ I have other linen arrangements TBD during event

Dance floor: ___ Not interested ___ 12 x12 =\$330 ___ 16 x 16 =\$615 ___ 20 x 20 =\$645
 (largest for Ocean Gallery) \$ _____

Ceremony director: ___ Yes, I want one of the Aq. Event Coord. to direct ceremony = \$175
 ___ I will have an experienced ceremony director \$ _____

Ceremony drape: ___ Not interested ___ One drape= \$75 ___ Two drapes= \$125 \$ _____

Countertop drape & lighting: ___ Not interested ___ Interested= \$35 ___ Complimentary
 (complimentary w/ rental of two drapes above) \$ _____

Additional time (evening rentals only): ___ Not interested ___ I want to rent past 10:30pm ___ I want to rent past midnight \$ _____

Educational programs: ___ Touch Tanks= \$250 ___ Live Animal Presentation= \$75 \$ _____

This page must accompany deposit.