



SPECIAL EVENTS FACILITY RENTAL INFORMATION & AGREEMENT

Thank you for your interest in renting the North Carolina Aquarium at Fort Fisher for your special event. Please contact us with any questions. We look forward to creating your enchanted event by the sea!

North Carolina Aquarium at Fort Fisher
900 Loggerhead Road
Kure Beach, NC 28449
www.ncaquariums.com/fort-fisher

Keely Herron
Special Events Coordinator
keely.herron@ncaquariums.com
910.772.0535 (p)
910.458.6812 (f)

Note: Prices are subject to change. Applicable prices are those in effect on the date an event is booked.

**North Carolina Aquarium at Fort Fisher
Facility Rental Prices**

The following are basic options for your special occasion. Each event will be structured to meet your needs and expectations. A 10% discount is offered Sunday-Thursday for evening rentals in our larger galleries. Events may not exceed 12:30 a.m.

Entire Aquarium, Evening Event

The North Carolina Aquarium at Fort Fisher allows for the rental of the Entire Aquarium with a diverse use of rooms and can accommodate a very large event. Imagine the flexibility of your guests as they stroll through the entire Aquarium during your special event. This rental includes the magnificent Upper and Lower Cape Fear Shoals, the enchanting Cape Fear Conservatory and the fun and tropical deck and garden.

Base Fee: \$3750

Security Deposit: \$500

Additional Time: \$500 per hour (up to 2 hours)

- 5 ½ -hour event with up to 2,000 strolling guests or 350 seated with no minimum number of guests.
- One and a half hour set-up, three hour event and one hour clean-up.
- Add the Auditorium with rental of the Entire Aquarium option for \$300 per hour.
- Security deposit is separate from fees and is non-refundable if event is cancelled.

Upper and Lower Cape Fear Shoals, Evening Event

This area combines the upper and lower level Cape Fear Shoals exhibit. You can use the upper level for a ceremony or for food set-up: buffet style stations or dining tables. The lower level Cape Fear Shoals can be set-up for a reception, seated dinner, dancing, beverages, etc. Located off the lower level is the garden deck available for guests to enjoy a beautiful sunset or simply an enchanting place to sit and relax with great company. Guests will need to stay in rented area and enter and exit from the garden.

Base Fee: \$3200

Security Deposit: \$500

Additional Time: \$400 per hour (up to 2 hours)

- 5 ½ -hour event with up to 350 seated with no minimum number of guests.
- One and a half hour set-up, three hour event and one hour clean-up.
- Add the Conservatory for one hour to the rental of the Upper and Lower Cape Fear Shoals option for \$400. This hour would replace one of the additional hours in the Upper and Lower Cape Fear Shoals.
- Add the Auditorium with rental of the Upper and Lower Cape Fear Shoals option for \$300 per hour.
- Security deposit is separate from fees and is non-refundable if event is cancelled.

Cape Fear Conservatory, Evening Event

The Cape Fear Conservatory contains the flora and fauna found in the Cape Fear River Basin. Nearly an acre, the Conservatory's glass roof, sloping brick walkways and low-level lighting make an enchanting setting for corporate parties, receptions, family reunions, and other functions. The Conservatory is especially charming during fall and spring months. Guests can mingle amongst the bald eagle, alligators, turtles, and more or dine in our lobby with its beautiful waterfall feature and low-level lighting with an extended seating space utilizing the covered outdoor plaza. Guests will need to stay in the rented area and enter and exit from the front of the building.

Note: Renters are advised there may be free-roaming quail, song birds and wood ducks in the Conservatory. Potential renters with concerns are encouraged to obtain more details and explore options with the Events Coordinator.

Base Fee: \$2200

Security Deposit: \$500

Additional Time: \$400 per hour (up to 2 hours)

- 5 ½ -hour event with up to 200 strolling guests or 80 seated with no minimum number of guests.
- The Cape Fear Conservatory may be rented for one hour as an add-on to the Upper and Lower Cape Fear Shoals or Lower Cape Fear Shoals options.
- One and a half hour set-up, three hour event and one hour clean-up.
- Security deposit is separate from fees and is non-refundable if event is cancelled.

Lower Cape Fear Shoals, Evening Event

This venue allows access to all galleries on the lower level including a two-story view of the 235,000 gallon Cape Fear Shoals exhibit, largest in the Aquarium with rays, sharks and hundreds of schooling fish. Access to the deck and gardens is also allowed. Guests will need to stay in rented area and enter and exit from the garden. **Note that pricing for Saturday rental differs from pricing for Sunday-Friday rentals for Lower Cape Fear Shoals.**

Base Fee: \$2200

Security Deposit: \$500

Additional Time: \$400 per hour (up to 2 hours)

- 5 ½ -hour event with up to 150 seated with no minimum number of guests.
- One and a half hour set-up, three hour event and one hour clean-up.
- Add the Conservatory for one hour to the rental of the Lower Cape Fear Shoals option for \$400. This hour would replace one of the additional hours in the Lower Cape Fear Shoals. Guests would access the Lower Cape Fear Shoals from Conservatory outside in garden.
- Add the Auditorium with rental of the Lower Cape Fear Shoals option for \$300 per hour.
- Security deposit is separate from fees and is non-refundable if event is cancelled.

Saturday Base Fee: \$2700

Saturday Security Deposit: \$500

Saturday Additional Time: \$400 per hour (up to 2 hours)

- 5 ½ -hour event with up to 150 seated with no minimum number of guests.
- One and a half hour set-up, three hour event and one hour clean-up.
- Add the Conservatory for one hour to the rental of the Lower Cape Fear Shoals option for \$400. This hour would replace one of the additional hours in the Lower Cape Fear Shoals. Guests would access the Lower Cape Fear Shoals from Conservatory outside in garden.
- Add the Auditorium with rental of the Lower Cape Fear Shoals option for \$300 per hour.
- Security deposit is separate from fees and is non-refundable if event is cancelled.

Exotic Aquatics Gallery, Evening Event

The Exotic Aquatics Gallery contains live coral, vibrant tropical fish such as clownfish, giant lobsters, poison dart frogs, bamboo shark, lionfish and more. In addition, this option contains the outdoor deck and lovely garden. For a more intimate group setting, this option has a variety of functionality such as dancing on the deck or strolling through the beautiful garden. This space accommodates anything from a romantic dinner for two or a social event of 70 with the opportunity for a small garden ceremony. Guests will need to stay in rented area and enter and exit from the garden. No additional hours may be added; therefore, the event clean-up ends at 10:30 p.m. **Not available on Saturdays.**

Base Fee: \$1200

Security Deposit: \$300

Additional Time: No additional hours available.

- 5 ½ -hour event with up to 70 seated with no minimum number of guests.
- One and a half hour set-up, three hour event and one hour clean-up.
- Security deposit is separate from fees and is non-refundable if event is cancelled.

Moray Eel Cave, Day Event

The Moray Eel Cave is nestled next to our Cape Fear Shoals exhibit featuring grouper, sharks, and other fish. It is the perfect location for an intimate wedding ceremony. Guests enter through the front lobby and directed to the Eel Cave on the lower level of the Marine Building.

Base Fee: \$500

Security Deposit: \$100

Additional Time: No additional hours available.

- 2-hour event with up to 25 guests with no minimum number of guests.
- This venue is only available during business hours, 9 a.m. to 5 p.m.
- Note rental time covers set-up, event and clean-up.
- Security deposit is separate from fees and is non-refundable if event is cancelled.

Auditorium, Day Event

The Auditorium is the perfect setting for a daytime conference, show, or multimedia presentation depending on availability. The Auditorium is fully equipped with a floor-to-ceiling projection screen, Internet-connected computer with presentation software, laser light projector, Blu-ray player, DVD player, VCR, seven wireless microphones with stands, Wi-Fi, podium, professional wireless presenter with laser pointer, spotlight, LED theater lighting and surround sound audio system. The Aquarium's A/V equipment is available with rentals by submission of our A/V contract.

Base Fee: \$300 per hour

Security Deposit: \$300

Participation Fee: \$7 per person

- Seats up to 125 guests theater style or 80 guests banquet style, subject to needed layout space.
- Participation fee allows guests to view the Aquarium prior to or after rental.
- Note rental time covers set-up, event and clean-up.
- Fees include tables, chairs and linens (if needed).
- Security deposit is separate from fees and is non-refundable if event is cancelled.

Auditorium After Hours, Evening Event

The Auditorium is also available for after-hour rentals. This option allows for an impressive screen presentation area and small dining area providing diverse functionality. The Auditorium is fully equipped with a floor-to-ceiling projection screen, Internet-connected computer with presentation software, laser-light projector, Blu-ray player, DVD player, VCR, seven wireless microphones with stands, Wi-Fi, podium, professional wireless presenter with laser pointer, spotlight, LED theater lighting and surround sound audio system. The Aquarium's A/V equipment is available with rentals by submission of our A/V contract.

Base Fee: \$350 per hour- minimum of 2 hours

Security Deposit: \$350

- Seats up to 125 guests theater style or 80 guests banquet style, subject to needed layout space.
- Note rental time covers set-up, event and clean-up.
- Fees include tables, chairs and linens (if needed).
- Security deposit is separate from fees and is non-refundable if event is cancelled.

Conference Room, Day Event

The Conference Room is the ideal setting for a daytime corporate meeting or a round table discussion. The Conference Room is equipped with a large conference table, a projector and screen, a 46" wide-screen TV, Blu-ray player, DVD player, Internet-connected computer with presentation software, personal computer hookup, podium and Wi-Fi. A/V equipment is available with rentals by submission of our A/V contract.

Base Fee: \$50 per hour- minimum of 2 hours

Security Deposit: \$100

Participation Fee: \$7 per person

- Seats up to 16 guests.
- 2-day rental maximum.
- Participation fee allows guests to view the Aquarium prior to or after rental.
- Note rental time covers set-up, event and clean-up.
- Security deposit is separate from fees and is non-refundable if event is cancelled.

Classroom, Day Event

The Aquarium has three classrooms available for daytime rentals. They are the ideal setting for small groups to have a retreat, discussion, or more intimate presentation and are equipped with tables, chairs, projector and screen, personal computer hookup and Wi-Fi. A/V equipment is available with rentals by submission of our A/V contract.

Base Fee: \$100 per hour- minimum of 2 hours

Security Deposit: \$100

Participation Fee: \$7 per person

- Seats up to 40 guests in largest room.
- 2-day rental maximum.
- Participation fee allows guests to view the Aquarium prior to or after rental.
- Note rental time covers set-up, event and clean-up.
- Security deposit is separate from fees and is non-refundable if event is cancelled.

Add-ons and Extras

The Aquarium staff is pleased to provide any extras available to make your event as educational and entertaining as possible. The following programs are available based on staff and animal availability. They require advanced scheduling and must be added on to a rental no later than thirty (30) days prior to event.

Equipment Rental \$650

Tables and chairs are available for indoor use with the rental of our larger galleries. If client would like to use chairs for ceremony and reception, but needs exceed the 150 chair limit, the client must have a designated cocktail time in a location other than the ceremony or reception space in order to allow Aquarium staff to safely transport chairs. Linens may be rented from the Aquarium for an additional charge or rented from an outside vendor.

- **20** 5' round tables (seats 8-10 guests)
- **6** 4' round tables (seats 6-8 guests)
- **2** 3' round tables
- **6** 3' tall cocktail tables
- **8** 4' serpentine tables
- **10** 6' banquet tables
- **150** White padded folding chairs

Linen Rental \$14 per linen

Linens may be rented from the Aquarium for an additional charge or rented from an outside vendor. Linen fee is invoiced after the event once linen usage is determined. The option to pay toward linen fee from security deposit is available if the event stays in compliance with the agreement. **Please indicate on page 10 if you plan to rent linens through the Aquarium.**

- **White floor-length linens**
 - 5' round tables
 - 4' round tables
 - 3' round tables
 - 3' tall cocktail tables
 - 4' serpentine tables
 - 6' banquet tables
- **Aqua floor-length linens**
 - 5' round tables
 - 4' round tables
 - 3' round tables
 - 3' tall cocktail tables
- **Black floor-length linens**
 - 3' round tables
 - 6' banquet tables

Beaded Crystal Spadefish Centerpiece \$75 (for entire event)

A beautiful Beaded Crystal Spadefish Centerpiece is available for rent to integrate the theme of the Aquarium into your event. The event staff is responsible for -up and breakdown of this item and will need to know the location of the centerpiece in your layout.

Touch Pool \$250

- Evening rentals only
- Upstairs Touch Pool only; Horseshoe crabs, sea stars, sting rays and more
- Includes 2 educators for 2.5 hours (No additional hours available.)

Diver Demonstration \$300

- Interactive diver demonstration in Cape Fear Shoals
- Includes 2 divers for a 30 minute program
- Add a personalized sign for an additional **\$50**

Behind The Scenes Tour \$7 per person

- Daytime rentals only
- 60-minute program
- A limit of 15 people per tour (Ages 8 and up)

Guided Aquarium Tour \$5 per person

- Auditorium, Conference Room and Classroom rentals only
- 45- to 60-minute program
- Must be scheduled from 5-6 p.m.
- A limit of 10 people per tour

Childcare \$20 per hour per educator

- Evening rentals only
- 5 children per educator

Educational Seminars

Our staff of educators can be on hand to give educational programs to your participants or their families. While the event is taking place, participants' families can learn about the salt marsh or even see a live animal demonstration. Please inquire with the Event Coordinator as to availability and prices.

North Carolina Aquarium at Fort Fisher Facility Rental Conditions

Hours and Availability: The Aquarium is open daily 9 a.m. to 5 p.m. year-round except for Thanksgiving and Christmas. The Aquarium reserves the right to charge a Holiday Premium Fee for events occurring on or near holidays. Please contact the Special Events Coordinator for specific dates. Evening events may begin following the facility's public closing at 5:00 p.m. NO early set-up is allowed. The event set-up, cleanup and breakdown are to be completed within the contracted time frame. Events must conclude no later than 11:30 p.m., with clean-up beginning immediately afterwards. All wedding rehearsals need to be scheduled Monday-Friday based on availability with immediate wedding party only. Prior arrangements must be made for rehearsals no later than 30 days prior to event, so please contact the Special Events Department.

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 in our care. To support these concerns and to insure the overall safety and needs of the renter 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 Deposit, 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 for event. No money will be taken by Aquarium prior to receiving a completed, signed contract.

Security Deposit: The security deposit does not go toward 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 security deposit is non-refundable if client cancels event.

Deposit Refunds: 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/Federal ID number (W-9 Form) to process a refund of check, money order, 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 American Express, Discover, MasterCard or Visa, the payee's Social Security number is not required. Hourly fees will be prorated and charged to your account for the time that your event runs over its contractual time. The Aquarium reserves the right to charge the rental group additional fees as a result of additional time for extra security, event staff, excessive cleaning, or incurred damages. Any and all damages incurred will be the responsibility of the rental group and will be subject to forfeiture of the original security deposit in full and any additional charges deemed necessary to restore the facility and its property to its original condition.

Payment: All payments, once received by the Aquarium are non-refundable if the client cancels event. Fifty percent (50%) of the event balance is due sixty (60) days prior to the contracted rental date. The final payment must be received thirty (30) days prior to the contracted rental date. Invoices will be sent at ten (10) and six (6) weeks prior to contracted event date with updated balances. Any payments made prior to the final payment due date are also non-refundable (with the exception of the refundable security deposit if event stays in compliance with agreement). Payments may be made by check, money order, cash, American Express, Discover, MasterCard or Visa and must be paid by the person signing the contract.

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. The security deposit is non-refundable if client cancels event. All event cancellations must be submitted in writing.

Hurricane/Natural Disaster Policy: If the island is closed to traffic due to a hurricane or natural disaster, the Aquarium will not host the event. The Special Events Coordinator will ask you to reschedule. If you are unable to do so, all money paid will be refunded. If a hurricane, natural disaster, or other extreme emergency threatens the area but road transportation is still allowed by law enforcement, the Aquarium retains the discretion to determine whether the Aquarium will remain open for the event to proceed.

Specific Conditions

- ❑ The Event Coordinator that reviews the rental agreement with you may/may not be the Coordinator working your event. Rental includes Event, Security and Housekeeping staff during the event.
- ❑ Client is responsible for all payment deadlines, understanding that if fees are not paid based on payment schedule listed in this agreement (See "Payment", page 6) the Aquarium is not required to host the event; event will be cancelled.
- ❑ The rental group is responsible for ensuring the Aquarium premises are restored to their original condition immediately following the event's conclusion.
- ❑ The caterer and/or rental group are responsible for equipment set-up, breakdown, removal of food and beverages and clean-up within the contracted rental period. A meeting between the Event Coordinator and a new caterer is required before the contracted event with a layout, timeline and checklist returned 30 days prior to your event date.
- ❑ The rental group is responsible for rental equipment and goods. The Aquarium assumes **no** responsibility for any loss or damage for items rented by the rental group, which are brought to the Aquarium. Items left by the renter more than 30 days may be disposed of.
- ❑ All centerpieces and decorations (including plants) must have prior approval from the Special Events Department. This is to ensure the health and well-being of the animals in our care.
 - No open flames, sparklers, Chinese lanterns, etc. (All candles must be enclosed in hurricane, votive, etc.)
 - No live animals, including dogs and other pets in ceremonies and fish in centerpieces or as favors.
 - No balloons as decorations.
 - No rice for bride and groom exit.
 - Decorations should not be attached to any parts of the building; décor must be free standing.
 - Decorations may not impede the operation of emergency equipment, nor block exits.
- ❑ The rental group is responsible for having a "**greeter**" at the front entrance of the Aquarium. The greeter is to be in place 30 minutes prior to the start time and remain through guests' arrival. The greeter should welcome the guests, ensure that they are event attendants and inform them of special instructions. Once the event has commenced, the doors will be locked and the greeter no longer needs to remain at the front. The doors must remain locked whenever the front is unattended during the event.
- ❑ The rental group is responsible for having a "**set-up planner**" at the start of the set-up time. This planner does not have to be a paid event planner, but is to oversee your event set-up time. If your event is a wedding, it is advised this person not be involved in the wedding ceremony. **Event coordination is not the responsibility of the Aquarium.**
- ❑ The lights in all exhibits go out at 11:30 p.m. or at the end of your event hour. The Aquarium staff and animals in our care thank you in advance for your consideration in these matters.
- ❑ Rentals for weddings and receptions may use the Conference Room and/or Classrooms for getting ready prior to event beginning at 4 p.m. the day of the event. Must be approved by Event Coordinator.
- ❑ All ticketed events, **must get prior approval** by the Event Coordinator.
- ❑ After dark, the right side path to the garden will be closed. All guests will be asked to/directed to exit on the lit, left side path leading to the turnstile gate.
- ❑ The organization or individual party or groups responsible for rental of the Aquarium assume all liability during and as a result of the sponsored activity or event.
- ❑ The Adventure Reef playground will remain open during your event. Play will be at your own risk with parental supervision required. The Aquarium is not liable for any injury and reserves the right to ask guests to exit the area.
- ❑ The Aquarium reserves the right to charge a Holiday Premium Fee for events occurring on or near holidays. Please contact the Special Events Coordinator for specific dates.
- ❑ The Aquarium reserves the right to change and renovate exhibits as needed and/or required. The renter will be made aware of any potential changes in rental space. Renovations and/or changes do not permit a discount on rental or refund of the down payment or any monies already paid.

Please read the following carefully:

- ❑ Alcoholic beverages are limited to **beer, wine and champagne only (no more than 16% alcohol)** and are permitted if approved prior to the event by the Director of the Aquarium. The client is responsible for hiring a caterer that has insurance to cover alcohol liability and 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, forfeiture of security deposit and payment reimbursement of any kind 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, but the bar will remain open to serve non-alcoholic beverages.** The bartender will make the last call at least 20 minutes past the last hour 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 an 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 any restricted or illegal substance onsite by or on behalf of the responsible contracted rental party, service providers, and their guests will result in immediate expulsion from the property, event cancellation without refund and notification of the proper authorities and law enforcement officials in accordance with the laws of the state of North Carolina.
- ❑ Smoking is absolutely prohibited in all indoor areas. The designated smoking areas outside the Aquarium are:
 - Concessions deck (after 5 p.m.)
 - Outside the turnstile gate near handicapped parking.
- ❑ At its discretion, the Aquarium reserves the right to limit the event time and/or noise level in approved areas. Client and/or guests may not use areas not previously specified in rental contract. Renters may not loiter outside their approved rental space (specifically classrooms, conference room and auditorium).
- ❑ Rental group and associated service providers (including caterers, musicians, etc.) **must adhere** to the closure times and criteria as specified by the original contract.
- ❑ Food must be provided and served by a health department inspected, insured and permitted caterer or food service-provider. An exception can be made for cakes. A list of caterers and cake designers who have met the standards required by the Aquarium is available for you to review at your convenience. Other caterers who possess a county business license and current health score or cake designers may be used with prior approval of the Special Events Coordinator. Caterers being requested who are not on our current Successful Catering List must be prior approved with our **Caterer Approval Form** before contracting.
- ❑ The Aquarium appreciates any attempts by caterers and renters to use sustainable products, serve sustainable seafood, and recycle waste products. Please inform us of the recyclable containers you will need.

.....

Information contained on this form may be subject to the North Carolina Public Records Law (NC General Statute 132-1) and may be disclosed to third parties upon request.

.....

North Carolina Aquarium at Fort Fisher
Rental Group Information

Event Date: _____
 Day Month Date Year

Group Name: (ex: Bass * Smith Wedding and Reception) _____
 (Please disclose the type of event: ceremony only, ceremony and reception, reception only, reunion, anniversary, birthday, etc.)

___ **Bride** ___ **Groom** **Name (if applicable):** _____

___ **Bride** ___ **Groom** **Name (if applicable):** _____

EVENT CONTACT INFO

SECURITY DEPOSIT PAYEE CONTACT INFO

Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Home Phone #: (____) _____ - _____ Cell Phone#: (____) _____ - _____ Fax #: (____) _____ - _____ Email: _____	Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Home Phone #: (____) _____ - _____ Cell Phone#: (____) _____ - _____ Fax #: (____) _____ - _____ Email: _____
---	---

Set-up Time: (require 1 ½ hrs.) _____ to _____ **(additional time may be required for extensive set-up)**

Event Time: _____ to _____

Clean-up Time: (require 1 hr.) _____ to _____ **Signature approves all times as indicated**

Number attending event: (Adults) _____ (Children) _____ **Non-profit:** ___ No ___ Yes (501c3 required)

Is the Aquarium the ceremony back-up location?

___ Yes, I am planning an outdoor ceremony.

- Plan a 6 pm beach wedding – place on your invitations the following: *(In case of inclement weather, the ceremony will be held at the North Carolina Aquarium at Fort Fisher at 6:30 pm)*
- Note if we are to be utilized for the ceremony, with a 1 ½ hr set-up required, we will get your guests in as close to 6:30 pm as possible or immediately after your contracted set-up time if more set-up time is required. If so, make sure the invitation indicates the correct time.
- Provide us with a backup layout for the ceremony and make sure all your vendors know of the plan.
- I understand a back-up ceremony cannot start at the Aquarium prior to 6:30 p.m. _____ **(initial here)**

___ No, I am planning an indoor ceremony offsite.

___ No, my is ceremony taking place at Aquarium.

- All wedding rehearsals need to be scheduled Monday-Friday based on availability with immediate wedding party only. Prior arrangements must be made for rehearsals no later than 30 days prior to event, so please contact the Special Events Department.
- Ceremony Rehearsal Date: _____ **(Mon. - Fri.– must be scheduled with Event Coordinator)**
- Number attending ceremony rehearsal (estimated) _____

This page must accompany a security deposit to reserve a date.

Having alcohol at your event? ____ Yes ____ No

- If yes: (circle) Beer Wine Champagne
- I agree to hire a caterer who can supply a bartender who holds insurance to cover alcohol liability. _____ (initial here)

Need A/V equipment? ____ Yes ____ No

- Please check what you will require for your event.
____ Podium (Available for all rentals)
____ Internet-connected computer with presentation software (Conference Room and Auditorium rentals only)
____ Personal computer hookup (Classroom and Conference Room rentals only)
____ Overhead projector with screen (Classroom, Conference Room and Auditorium rentals only)
____ Microphone (Auditorium and Evening Gallery rentals only)
____ DVD player
- I have spoken to the Aquarium's event coordinator about my A/V needs. _____ (initial here)

Using the Aquarium's rental equipment? ____ Yes ____ No

- I understand that the Aquarium is responsible for the set-up and breakdown of tables and chairs rented from the Aquarium only and that a layout must be determined no later than 30 days prior to event. _____ (initial here)
- I understand that the Aquarium has only 150 chairs and if I would like to use chairs for ceremony and reception, but needs exceed the 150 chair limit, then I must have a designated cocktail hour in a location other than the ceremony or reception space in order to allow Aquarium staff to safely transport chairs or rent additional chairs from an outside vendor. _____ (initial here)

Renting linens from the Aquarium? ____ Yes ____ No

- I want to rent the Aquarium's linens for \$14 per linen. _____ (initial here)
- I agree to pay the linen fee after the event once linen usage is determined. The option to pay toward linen fee from security deposit is available if the event stays in compliance with the agreement. _____ (initial here)

The Aquarium can use my photos: PHOTO RELEASE AND CONSENT

I hereby give my consent to the North Carolina Department of Natural and Cultural Resources (NCDNCR) to use my photograph(s) for the purpose of promoting the missions or activities of NCDNCR or any of its divisions. I understand that the photograph(s) will remain property of NCDNCR and may be distributed for the use by media without restriction.

Name _____
(PLEASE PRINT)

Signature _____ Date _____

Witness _____ Date _____

Name _____
(PLEASE PRINT)

Signature _____ Date _____

Witness _____ Date _____

Referred by: __ Trendy Bride Magazine __ The Knot __ Carolina Wedding Guide Expo
 __ Carolina Wedding Guide Magazine __ WeddingWire __ Wilmington Wedding Showcase
 __ The Perfect Wedding Planner Magazine __ NC Aquarium Website __ Other _____

This page must accompany a security deposit to reserve a date.

EVENING EVENT ONLY

5:00 p.m. – 12:30 a.m.

Facility venue: Please check venue. Base rental of 5 ½ hours including set-up and breakdown.

- Entire Aquarium - \$3750
- Upper and Lower Cape Fear Shoals - \$3200
- Cape Fear Conservatory - \$2200
- Lower Cape Fear Shoals - \$2200
- Lower Cape Fear Shoals (Saturday) - \$2700
- Exotic Aquatics Gallery - \$1200
- Auditorium -
 - \$300/hr. with Event Add-on X # ___ of hours
 - \$350/hr. during Evening X # ___ of hours

+\$ _____

Total for Extra Hours (Up to 2 hours): Indicate number of hours extra in space rented.

- Entire Aquarium - \$500
- Upper and Lower Cape Fear Shoals - \$400
- Cape Fear Conservatory (including add-on) - \$400
- Lower Cape Fear Shoals - \$400
- Lower Cape Fear Shoals (Saturday) - \$400

+\$ _____

Discount: (by approval only) _____%

(10% Discount – Sunday - Thursday)

REASON / APPROVED BY

-\$ (_____))

Add-Ons and Extras: Please check any add-ons and extras. Must be approved.

- Equipment Rental (Tables and Chairs): \$650
- Crystal Spadefish Centerpiece: \$75
- Touch Pool (Upstairs Only): \$250 for 2.5 hrs. only
 - Please indicated timeframe: _____ - _____
- Dive Show: \$300
 - Personalized sign add \$50
 - Please indicated start time: _____
- Childcare: \$20 X ___ hrs. X # ___ Educators (5 children / 1 educator) = \$ _____
- Other (must be approved) _____

+\$ _____

Security Deposit: Please check chosen venue. Security Deposit is separate and is not included in the rental fee.

- Entire Aquarium - \$500
- Upper and Lower Cape Fear Shoals - \$500
- Cape Fear Conservatory - \$500
- Lower Cape Fear Shoals - \$500
- Lower Cape Fear Shoals (Saturday) - \$500
- Exotic Aquatics Gallery - \$300
- Auditorium - \$350

+\$ _____

TOTAL PACKAGE PRICE – (Total Rental, Add-Ons and Deposit): \$ _____

Refundable Security Deposit Paid: \$ _____

Cash Check American Express Discover MasterCard Visa

To make credit card payment by phone call: (910) 772-0535.

This page must accompany a security deposit to reserve a date for an EVENING EVENT ONLY.

DAY EVENT ONLY
8:00 a.m. – 5:00 p.m.

Facility venue: Please check venue.

- Moray Eel Cave - \$500 (2 hours)
- Auditorium - \$300/hr. X # ___ of hours
- Classroom - \$100/hr. X # ___ of hours (minimum of 2 hours)
- Conference Room - \$50/hr. X # ___ of hours (minimum of 2 hours)

+\$ _____

Discount: (by approval only) _____%

APPROVED
REASON / BY

-\$ (_____)

Add-Ons and Extras: Please check any add-ons and extras. Must be approved.

- Crystal Spadefish Centerpiece: \$75
- Behind the Scenes Tour (day rentals only): \$7 per person X # ___ =\$ _____
- Guided Aquarium Tour (day rentals only): \$5 per person X # ___ =\$ _____
- Other (must be approved) _____

+\$ _____

Participation Fee: Due with Auditorium, Classroom or Conference Room rentals.

- Participation Fee # ___ X \$7 each participant
- (If unsure of participant # at time of booking – **Payment is due day of Event for participant fee only** in one payment –
A **Participation Sign-In Sheet** will be provided at Visitor Services for guests to sign in and provide support of payment)

+\$ _____

Security Deposit: Please check chosen venue. Security Deposit is separate and is not included in the rental fee.

- Moray Eel Cave - \$100
- Auditorium - \$300
- Classroom - \$100
- Conference Room - \$100

+\$ _____

TOTAL PACKAGE PRICE – (Total Rental, Add-Ons, Participation Fee and Deposit): \$ _____

Refundable Security Deposit Paid: \$ _____

Cash Check American Express Discover MasterCard Visa

To make credit card payment by phone call: (910) 772-0535.

This page must accompany a security deposit to reserve a date for a DAY EVENT ONLY.

LIABILITY RELEASE AND EXPRESS ASSUMPTION OF RISK

In signing this agreement, I hereby agree to comply with and abide by the laws applicable to the serving of alcoholic beverages at an event. The North Carolina Aquarium at Fort Fisher reserves the right to refuse alcoholic beverages to any individual that appears intoxicated.

I hereby agree to assume all obligations and liabilities, and to indemnify, defend, and hold harmless the North Carolina Aquarium at Fort Fisher, its employees, volunteers, officers, trustees, and agents from any and all acts, claims, losses, attorney's fees, damages, demands, or actions brought against the North Carolina Aquarium at Fort Fisher by any person, private citizen, entity, group, governmental agency, or body, which are occasioned or caused directly or indirectly by Client's use of the North Carolina Aquarium at Fort Fisher facilities or by the acts or negligence of the Client's agents, employees, or invitees or by Client's public performance or playing of music, musical performances, or their audible entertainment.

In consideration of being allowed to set-up equipment at and access the North Carolina Aquarium at Fort Fisher property, I hereby personally assume all risks in connection with my actions while on the Aquarium property and, for any harm, injury, or damage that may befall me, 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 liability release and express assumption of risk by reading it before I signed it on behalf of myself and my heirs.

I hereby acknowledge with my signature a full understanding of the specific conditions of the rental agreement and agree to abide by these conditions and terms. I agree to pay the Total Package Price.

In the event that any information contained within this contract is found to be fraudulent, all monies collected will be forfeited and the event will be cancelled.

By signing this agreement, I am agreeing to pay the balance no later than **30 days prior to my event.**

Renter Signature:

X _____
Renter Group Contact Signature Date
(Must be signed by payee - check or cardholder)

X _____
Printed Name

N.C. Aquarium at Fort Fisher - Staff Use Only:

X _____
Event Coordinator Signature Date

X _____
Printed Name

Acknowledged: _____

Please return **pages 9-13** of this Rental Guide with deposit to:
N.C. Aquarium at Fort Fisher
900 Loggerhead Rd., Kure Beach, NC 28449
Or by fax to: (910) 458-6812 Attention: Special Events
This page must accompany a security deposit to reserve a date.