

NORTH · CAROLINA  
**AQUARIUM**  
at Pine Knoll Shores

Special Events  
*Additional Information*

North Carolina Aquarium at Pine Knoll Shores  
Special Events Department  
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## 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 2.5 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.

### **Behind-The-Scenes Tour – \$100 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.

### **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.

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### **Diver Demonstration – price determined based on needs**

- Interactive SCUBA diver program in the *Living Shipwreck* exhibit.
- Due to the unique nature of this program, please discuss the Diver Demonstration parameters with your Special Events Coordinator before confirming this program.

**Other Education Programs** – Aquarium Education staff can customize programs for your group or event. See the Special Events Coordinator and the Education Curator for details.

## 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 for this extra support.*

### 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 Candles: 125

**Wax candle holders:** Combination of round and square; resemble real candles

3" x 5" butterscotch 5 square, 6 round  
 3" x 3" butterscotch – 6 square, 6 round  
 3" x 5" white – 10 square, 23 round  
 3" x 3" white – 12 square, 9 round



### Teal votive:

School of fish etched into teal votive.  
 Candle inserts included. *Quantity: 58*

### Sandblasted candle bottles:

Sandblasted recycled wine bottles; marine designs.  
 Candle inserts included. *Quantity: 80*



### Lanterns:

Candle inserts included. *Quantity: 38*

### Hurricane with sand:

*Quantity: 11*

### Fish bowl:

*Quantity: 7*

Quantities updated May 2016. These quantities are not guaranteed the night of your event.  
 A \$25 fee will apply for each unreturned or damaged centerpiece.

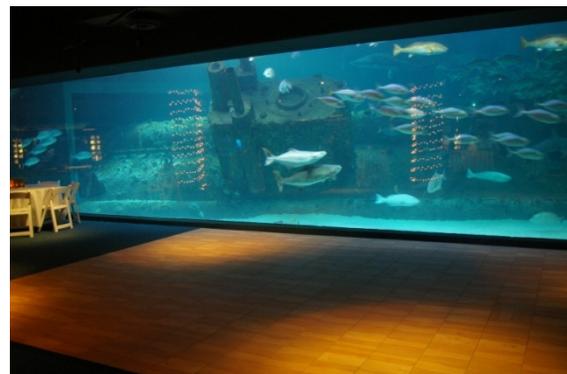
## Rental Equipment

### Linens: White, floor-length

Linens are billed post-event and fees are based on number used during event.  
 \$14 per piece

**Dance Floor:** Oak, commercial vinyl; with edging.  
 Aquarium staff will set up and break down.

**12' x 12':** \$330 (suitable for 30 people)  
**15' x 18':** \$615 (largest available for Ocean Gallery)  
**18' x 18':** \$645 (suitable for 70 people)



## Timeline Reference

*The Aquarium's Special Events Coordinators' mission is to make your event a success. Therefore, we would like to share with you specific timeframes and points of interest that we will be discussing with you over the course of planning. We hope you can use these as a tool in planning your event.*

**Event Date:** \_\_\_\_\_

**6 months from event date:** \_\_\_\_\_

Day events: \$375 (fee for three hours) for Soundside Hall is due.

Evening events: Base Fee is due.

Payments are non-refundable if client cancels event.

**5 months from event date:** \_\_\_\_\_

It is strongly suggested that all vendors (florists, photographer, ceremony presider, ceremony director, etc.) who have not visited the Aquarium from a service provider's point-of-view, visit the Aquarium to ensure they can work in the venue and meet your needs.

**4 months from 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 and be able to provide a bartender. Inform the Aquarium's Special Events Coordinator of the caterer you have chosen, and inform the Aquarium's Special Events Coordinator to move forward with requesting alcohol approval from the Division Director. This approval is required if alcohol is to be served. Without a caterer and alcohol approval, no alcohol can be served or consumed.

**2 months from event date:** \_\_\_\_\_

Finalize and confirm who is responsible for the centerpieces – assembly, set-up on tables, breaking down and removing from Aquarium. Finalize and confirm who is setting up and breaking down tables, chairs and linens. All vendors are confirmed!  
Review invoice and prepare for final payment(s) which are due 15-days before event.

**1 month from event date:** \_\_\_\_\_

Schedule final walk-through. The walk-through should take place soon after your RSVP date. This is so that event decisions are based on an accurate number of guests.

Schedule the walk-through with at least the caterer and/or private events coordinator, Aquarium's Special Events Coordinator and yourself. It is recommended that all of the supplemental vendors attend, but not required. Event times, table and linen needs 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 is DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ a.m. p.m.**

**15 days from event date:** \_\_\_\_\_

Additional hours, and any applicable service fees, are paid in full.

**7 to 5 days from event date:** \_\_\_\_\_

Delivery and pick-up times of specific items confirmed with Aquarium's Special Events Coordinator.