



NORTH • CAROLINA AQUARIUMS

Facility Rental Guide

North Carolina Aquarium on Roanoke Island
P.O. Box 967, 374 Airport Road
Manteo, NC 27954-0967
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Fax: (252) 473-1980

Effective date: 04/10/08

Facility Rental Options and Prices

The following are some of our most popular options for your special event. However, any event may be structured to meet your needs and expectations. If one of the below options does not meet your needs or for smaller functions and weekday special discounts, please contact us. All facility rentals include a self-guided tour of the facility for you and your guests as part of the contracted rental time. Set up and breakdown for all events will be included in the contracted rental hours.

The primary concern of the NC Aquarium is the safety and well being of the exhibits, animals and their components.

Option #1: Entire Aquarium

Rental of the entire Aquarium consists of all the following **PUBLIC** spaces in the Aquarium: Coastal Freshwater, Wetlands on the Edge, Schooling Spot, Marine Communities, Close Encounters (Touch Tanks), Diamond Shoals, Graveyard of the Atlantic (GYA), Changing Exhibits Galleries, Neptune’s Theater and the Sound side/Courtyard areas outside. This option is favorable for larger groups and seated dinners.

Base Fee:	\$2800.00	Based on a 5-hour event with 300 guests.
Extra Persons:	\$ 5.00	Per person charge over standard 300 guests; maximum 1000.
Deposit:	\$ 500.00	Refer to “Fine Print” for details.

Extra hours are available at an additional fee per hour over standard 5-hour time frame.

Extra Hours: \$350.00

Option #2: Graveyard of the Atlantic (GYA), Diamond Shoals, Neptune’s Theater and Foyer

The GYA provides a spectacular backdrop for any special event with its 285,000-gallon aquarium. Your guests will be excited and entertained by the colorful fish and other exotic animals of the deep. Neptune’s Theater is the perfect setting for a conference, reception or demonstration. It is equipped with a LCD projector, projection screen, VCR, a stage and various audio equipment. This grouping is favorable for more intimate affairs.

Base Fee:	\$2400.00	Based on a 5-hour event with 300 guests maximum.
Deposit:	\$ 500.00	Refer to “Fine Print” for details.

Extra hours are available at an additional fee per hour over standard 5-hour time frame.

Extra Hours: \$350.00

Option #3: Graveyard of the Atlantic (GYA), Diamond Shoals, Touch Tank and Foyer

Base Fee:	\$2200.00	Based on a 5-hour event with 175 guests maximum.
Deposit:	\$ 500.00	Refer to “Fine Print” for details.

Extra Hours are available at an additional fee per hour over standard 5-hour time frame.

Extra Hours: \$350.00

Option #4: Graveyard of the Atlantic (GYA), Diamond Shoals and Foyer

Base Fee: \$2000.00 Based on a 5-hour event with 150 guests maximum.
 Deposit: \$ 500.00 Refer to "Fine Print" for details.

Extra Hours are available at an additional fee per hour over standard 5-hour time frame.

Extra Hours: \$350.00

Option #5: Neptune's Theater and Foyer

Base Fee: \$1800.00 Based on a 5-hour event with 150 guests maximum.
 Deposit: \$ 500.00 Refer to "Fine Print" for details.

Extra hours are available at an additional fee per hour over standard 5-hour time frame.

Extra Hours: \$ 350.00

Option #6: Sound side/Courtyard Area Reception

Base Fee: \$1200.00 Based on a 5-hour event with 300 guests.
 Extra Persons: \$ 5.00 Per person charge over standard 300 guests; maximum 1000.
 Deposit: \$ 500.00 Refer to "Fine Print" for details.

Extra hours are available at an additional fee per hour over standard 5-hour time frame.

Extra Hours: \$ 350.00

Option #7: Sound side Ceremony

Base Fee: \$ 400.00 Based on a 2-hour event.
 Deposit: \$ 100.00 Refer to "Fine Print" for details.

The base fee will be reduced by 50% if the renter chooses to do both the wedding ceremony and reception at the Aquarium.

Option #8: Individual Room Rentals

The Schooling Spot Classroom is ideal for a smaller group to have a workshop or luncheon. It is equipped with tables and chairs.

Base Fee: \$ 75.00 Per hour rental fee with 35 guests maximum.
 Deposit: \$100.00 Refer to "Fine Print" for details.

Neptune's Theater is the perfect setting for a conference, show or presentation/demonstration. It is equipped with various audio/visual (AV) equipment including but not limited to: slide and LCD projectors, VCR, DVD, and microphones.

Base Fee: \$125.00 Per hour rental fee with 200 guests maximum. *(This rate applies ONLY to use of the Theater during normal operating hours if available: 8:00AM – 5:00 PM.)*
 Deposit: \$100.00 Refer to "Fine Print" for details.

Neptune's Theater is not available as a rental space during normal operating hours, 8:00 AM – 5:00 PM from Memorial Day to Labor Day.

Extra Programs

Aquarium staff is pleased to provide any special programs available to ensure that your event is as educational and entertaining as possible. The following programs are available based on staff and animal availability. Advance program scheduling is required.

Program #1: Behind the Scenes Tour

This program includes a tour of the top of our GYA 285,000 gallon aquarium. The tour makes a great gift for your wedding party on the day of your wedding rehearsal or as a fun break for executive meetings.

Fee: \$75.00 Based on 30 minute program maximum; Limit 15 people per tour.

Program #2: Diver Demonstration

This program consists of an interactive divers demonstration in the GYA 285,000 gallon tank provided by 2 divers and an educator.

Fee: \$200.00 Based on 30 minute program maximum.

Program #3: Educational Activity

An educator(s) can be on hand to give educational programs to your guests or their family. While the event is taking place, guests can learn about marine communities or even see a live animal demonstration. Please inquire with the Special Events Coordinator as to availability and prices.

**“Fine Print” and
General Information**

Hours and Availability: The Aquarium is open daily 9:00 AM to 5:00 PM year-round except for Thanksgiving, Christmas and New Years days. Events may begin following the facility’s public closing at 5:00 PM. **The event set up and breakdown are to be completed within the contracted rental hours. NO early set up is allowed.**

Exceptions and Restrictions: Commercial, private and non-profit groups may rent designated facilities subject to Aquarium availability and approval. The primary concern of the NC Aquarium is the safety and well being of the exhibits, animals and their components. To support these concerns and to insure the overall safety and needs of the rental group, the Aquarium reserves the right to move or terminate the location of any event.

Payments, Deposits and Cancellations

Deposit Refunds: A refundable security deposit must accompany the signed rental contract and acknowledgement form, indicating acceptance of stated conditions of use. The amount of the required security deposit will vary depending on the option chosen for the event. Upon receipt of the security deposit and signed forms, the reservation becomes official and the date will be secured. Refunds will be issued within 30 days by the NC

Aquarium if ALL of the conditions and terms are met as defined by this contract. A Social Security/Federal ID number is required to issue all refunds.

Payment: An invoice for balance due will be submitted to the rental group's indicated address six (6) weeks prior to event's contracted rental date. Full payment of the rental fee must be received at least thirty (30) days in advance of the contracted rental date and is non-refundable. If payment is not received thirty (30) days prior, the event will be canceled. Payment may be made by MasterCard, Visa, cash or a check made payable to the North Carolina Aquarium.

Patron, Director, and Benefactor Members of the NC Aquarium Society are entitled to a 10% discount on rental rates.

Cancellation Policy: A full refund of the initial contract security deposit may be issued if the rental group cancels in writing six (6) months prior to the scheduled event date. Failure to cancel six (6) months prior to the scheduled event will result in a forfeiture of the security deposit. Should the rental group cause termination of the event after the receipt of full payment, the group will **NOT** be entitled to any payment reimbursements of any kind.

Facility Rental Conditions

- ❑ The rental group is responsible for ensuring that the Aquarium premises are restored to their original condition immediately following the event's conclusion.
- ❑ The caterer and/or rental group is responsible for the removal of food and beverages, rental materials **and** cleanup within the contracted rental hours. The Aquarium will set up and breakdown the tables and chairs only – those that belong to the Aquarium. A meeting between the Special Events Department and the caterer is required before the contracted event.
- ❑ All the tables and chairs belonging to the Aquarium are included in the rental fees.
- ❑ The rental group is responsible for rental equipment and goods. The Aquarium does not provide storage of rental group's rental equipment and goods. The Aquarium assumes NO responsibility for any loss.
- ❑ Balloons are NOT permitted.
- ❑ All candles must be in enclosed containers.
- ❑ All aspects of the event including decorations, caterer, music and special lighting requirements or needs (including candles) must be pre-approved by the Special Events Department. This is to ensure the health and well being of our animals. Due to the sensitivity of our exhibits, we require that nothing be posted, taped, nailed, screwed or otherwise attached to the tanks, exhibit graphics or other parts of the building's furnishings or surroundings. All tank lights go out at 10:00 PM. The Aquarium Staff and inhabitants thank you in advance for your consideration in these matters.
- ❑ Alcoholic beverages are limited to beer, wine and champagne only, and **MUST** be approved prior to the event by the Aquarium Director. Liquor is strictly prohibited on State property by law.
- ❑ Use of any restricted or illegal substance onsite by or on behalf of the responsible contracted rental group 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 state of North Carolina.
- ❑ Smoking is absolutely prohibited in all indoor facilities.

- ❑ At its discretion, the Aquarium reserves the right to limit the event time and/or noise level in approved areas. The rental group and associated members (including caterers, musicians, etc...) may not enter or use any rooms or areas not previously specified in the rental contract or deemed closed and off-limits.
- ❑ The rental group and associated members (including caterers, musicians, etc...) must adhere to the closure times and criteria as specified in the original rental contract. If the event is longer in duration than the contracted rental time, additional time will be charged as such and the fees will be taken out of the security deposit.
- ❑ The organization or individual party or groups responsible for the rental of the Aquarium assume all liability during and as a result of the sponsored activity or event. The Aquarium reserves the right to charge the rental group additional fees as a result of extra security, 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.

I hereby acknowledge with my signature a full and complete understanding of the facility rental conditions and payment requirements of the rental agreement and agree to abide by these conditions and terms and any special provisions by the North Carolina Aquarium.

X _____
Rental Group Responsible Party Signature

Date

X _____
Print Name

X _____
Aquarium Special Events Coordinator Signature

Date

X _____
Print Name





North Carolina Aquarium on Roanoke Island
Facility Rental Application/Contract

GROUP NAME: _____

APPLICANT NAME: _____

POSITION/ OFFICE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ CELL: _____ FAX: _____

EMAIL: _____

TYPE OF EVENT: _____

EVENT DATE(S): _____

Set up Start Time: _____	Event Start Time: _____
Event Conclusion Time: _____	Clean up Start Time: _____
Clean up Conclusion Time: _____	

NUMBER OF ATTENDEES: _____ ADULTS _____ CHILDREN

Brief description of event and activities including the rooms, services, special programs and/or equipment required:_____

List any outside services (i.e. musicians, caterer, etc...) you will be utilizing, including name, phone number, contact name and type of service they will be providing:

Brief description of menu including beverages (alcoholic AND non-alcoholic) to be served:

**Please send the Application/Contract AND Rental Conditions Form COMPLETED AND SIGNED with deposit to:
NC Aquarium on Roanoke Island
P.O. Box 967, 374 Airport Road
Manteo, NC 27954-0967**

Thank you for choosing to hold your special event at the North Carolina Aquarium on Roanoke Island. Please contact the Special Events Department for further information.

Phone: (252) 473-3494 ext.258 and ext.247
Fax: (252) 473-1980
Email: Michele.Bunce@ncmail.net and Beth.Pallett@ncmail.net