



**NORTH • CAROLINA
AQUARIUM**
at Fort Fisher

**Special Events Facility Rental
Information**

Thank you for your interest in renting the North Carolina Aquarium at Fort Fisher for your special event. Please do not hesitate to contact us if you have any questions. We look forward to making your event an *“Enchanted Event by the Sea!”*

North Carolina Aquarium at Fort Fisher
Special Events Department
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[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. Patron, Director, and Benefactor Members of The North Carolina Aquarium Society receive a 10% discount on rental of the facility.

Entire Aquarium

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 guest being able to stroll the entire aquarium during your special event. The *Entire Aquarium* includes the magnificent Upper Mezzanine and Lower Cape Fear Shoals Exhibit, the enchanting Cape Fear Conservatory, the mysterious Exotic Aquatics Gallery, and the fun and tropical deck and garden.

Minimum Fee: \$4000 (10% Discount for Sunday event date)

*5-hour event with up to 2000 strolling guests and 300 seated with no minimum number of guests.

Example: One and a half hour set-up, two and a half hour event, and one hour breakdown.

Extra Hours: \$500 per hour over standard 5-hour time frame

Upper Mezzanine and Lower Cape Fear Shoals Exhibit

This area combines the upper level and lower level Cape Fear Shoals Exhibit. You will be able to utilize the upper Mezzanine for a ceremony or for food set-up: buffet style stations or dining tables. The lower level Cape Fear Shoals could be set up for a reception, seated dinner, dancing, beverages, etc. Upon entering the facility, your guests can enjoy a self-guided tour of the facility as they make their way to the upper and lower levels. Located off the lower level is the garden deck which is available for guests to enjoy a beautiful sunset or simply an enchanting place to sit and relax with great company. Once the event commences, guests will need to stay in rented area and exit from the lower level garden boardwalk.

Minimum Fee: \$3000 (10% Discount for Sunday event date)

*5-hour event with up to 300 guests.

Example: One and a half hour set-up, two and a half hour event, and one hour breakdown.

Extra Hours: \$400 per hour over standard 5-hour time frame

Auditorium during after hours: When renting either the Entire or Upper Mezzanine and Lower Cape Fear Shoals, the auditorium may be rented for an additional fee.

*Add the auditorium with rental of the *Entire* or the *Upper Mezzanine and Lower Cape Fear Shoals* options for \$125 per hour

Cape Fear Conservatory

The *Cape Fear Conservatory* contains the flora and fauna found in the Cape Fear River Basin. Nearly $\frac{3}{4}$ of 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 nice during fall and spring months. Guests can mingle amongst the alligators, quail, turtles and more in the Conservatory or dine in our newly renovated lobby with its beautiful waterfall feature. Once the event commences, guests will need to stay in the rented area and exit from the front of the building. *Note: Renters are advised that there may be free-roaming quail, song birds and wood ducks in the Conservatory. Potential renters who have any concerns about this are encouraged to get more details and explore options with the Events Coordinator.*

Minimum Fee: \$1800 (10% Discount for Sunday event date)

*5-hour event - up to 200 guests strolling or 60 seated. Recommend your set up begins at 6 pm during summer mos.

Example: One and a half hour set-up, two and a half hour event, and one hour breakdown.

Extra Hours: \$300 per hour over standard 5-hour time frame

Exotic Aquatics Gallery, Deck and Garden

The *Exotic Aquatics Gallery, Deck and Garden* contains the Pacific reef exhibit with live coral, vibrant tropical fish such as the famed Disney "Nemo," the beautiful hawaiian fishes, gigantic lobsters, poison dart frogs and lingering Indo-Pacific lionfish. In addition, this option contains the outdoor garden deck and lovely garden. For a smaller group setting, this option has a variety of functionality while beach dancing on the deck or strolling through the beautiful garden. This space can accommodate anything from a romantic dinner for two up to a social event of sixty with the opportunity for a small garden ceremony. Once the event commences, guests will need to stay in the rented area and exit from the boardwalk. This option is offered as a double-booked event only and no additional hours may be added so the event clean-up ends at 10:00 p.m. **Not available on Saturdays!**

Minimum Fee: \$1000 (Tables, chairs and linens are available for this option at an additional cost)

*5-hour event with up to 60 guests inside (Outside may hold an additional 72 seated guests - weather permitting)

Example: One and one-half hour set-up, two and a half hour event, and one hour breakdown.

Extra Hours: **No additional hours** may be purchased for this rental option!

Auditorium

The auditorium is the perfect setting for a daytime conference, show, or multimedia presentation depending on availability. It is fully equipped with floor-to-ceiling projection screen, PowerPoint presentation software, LCD projector, 35mm slide projector, DVD player, VCR, two wireless microphones, and surround sound audio system. The Aquarium's A/V equipment is available for a flat rental fee per day. Equipment rental must be coordinated with a media technician and an A/V contract is required.

Location: The *Auditorium* is located adjacent to the Cape Fear Shoals exhibit on the lower level of the Marine Building

Minimum Fee: \$125 per hour (plus a \$5 participation fee per person) seats up to 125 people

Example: 50 people - 2-hour program: \$500

{ $\$5 \times 50$ people = \$250 (Participation fee) + \$250 (Auditorium rental)}

Auditorium - After Hours

The Aquarium is also making available the auditorium for after-hours rental. This new option allows for a great screen presentation area and small dining area providing diverse functionality. It is equipped with a floor-to-ceiling projection screen, Power Point presentation software, LCD projector, 35 mm slide projector, DVD player, VCR, two wireless microphones, and surround sound audio system. The Aquarium's A/V equipment is available for a flat rental fee. Equipment rental must be coordinated with a media technician and an A/V contract is required.

Hours: The Aquarium offers our auditorium for after-hour events twelve months out of the year, starting at 5 p.m. daily, subject to availability and with a minimum of a two-hour rental required. The event (inclusive of breakdown) must end at 12:00 a.m.

- Rental determined per hour. If banquet seating is requested in the auditorium, rental hours must include a one and one-half hour set up and one-hour breakdown.

Cost: \$300 per hour - minimum 2-hour rental required (plus a flat rate rental fee if using A/V equipment)

Capacity:

- Maximum of 125 guests-auditorium style seating or 80 guests-banquet style seating, subject to needed layout space. (i.e.: number of tables and set up)
- There is no minimum number of guests required.

Cost for Additional Hours: \$300 per hour. The event, inclusive of breakdown, must end at 12:00 a.m.

Conference Room

The Conference Room is the ideal setting for a daytime corporate meeting or a round table discussion.

Minimum Fee: \$50 per hour (plus a \$5 participation fee per person) seats up to 25 people

Classrooms

The Aquarium has a classroom available for daytime rentals. It is the ideal setting for a small group to have a retreat, discussion, or more intimate presentation and is equipped with tables and chairs.

Minimum Fee: \$75 per hour (plus a \$5 participation fee per person) seats up to 40 people

Crystal Spadefish Centerpiece

The Aquarium has a beautiful Crystal Spadefish Centerpiece available for rent to integrate the theme of the aquarium into your event. The event staff will be responsible for set up and break down of this item and will need to know the location of the centerpiece in your layout.

Fee: \$250

Extra Programs

The Aquarium staff is pleased to provide any special programs available to make sure that your event is as educational and entertaining as possible. The following programs are available based on staff and animal availability. They require advanced program scheduling.

Behind The Scenes Tour \$7/person

- * daytime rentals only
- * 60-minute program.
- * a limit of 15 people per tour. (ages 8 and up)

Diver Demonstration \$200

- * interactive diver demonstration in Cape Fear Shoals Exhibit
- * includes 2 divers for a 30 minute program
- * not available for weddings and wedding receptions

Educational Seminars

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

N.C. Aquarium at Fort Fisher Facility Rental Conditions

Hours and Availability: The Aquarium is open daily 9:00 a.m. to 5:00 p.m. year-round except for Thanksgiving, Christmas, and New Year's days. 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 by 11:00 p.m., with clean-up beginning immediately afterwards. All wedding rehearsals need to be scheduled for Monday-Thursday after 5:00 p.m. with immediate wedding party only. Prior arrangements must be made for rehearsals, so please contact the Special Events Department.

Exceptions and Restrictions: Non-profit, private, and commercial users may rent the designated spaces subject to Aquarium availability and approval. The primary concern of the 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 renter group, the Aquarium reserves the right to move or terminate the location of any event.

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

Payments, Deposits, and Cancellations

Payment: A \$500 refundable security deposit *and* \$500 non-refundable down payment must accompany the signed rental contract indicating acceptance of stated conditions of use. The \$500 non-refundable down payment will be deducted from your total event balance for rental of the facility including the Entire, Upper and Lower, and Conservatory; a \$300 refundable security deposit and \$300 non-refundable down payment must accompany the signed rental contract for the Exotic Aquatics Gallery, Deck and Garden rental option. The \$300 non-refundable down payment will be deducted from your total event balance for the Exotic Aquatics option. A \$100 non-refundable down payment is required for rental of the classrooms, conference room or auditorium. Upon receipt of the payment and signed/acknowledged forms, the reservation becomes official and the date will be reserved. An invoice for the balance of the rental fee will be mailed to the rental group's indicated address six (6) weeks prior to the event's contracted date. The final payment must be received fifteen (15) days prior to the contracted rental date and is non-refundable. Payments may be made by check, MasterCard or Visa and must be paid by the person signing the contract. 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 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.

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. Credit card refunds are credited the next business day after an event. Check refunds are returned within 30 days. Hourly fees will be prorated and charged to your account for the time that your event runs over its contractual time.

Cancellation Policy: Full refund of initial contract security deposit may be issued if renter group cancels in writing within eight (8) weeks prior to the scheduled date of the event. Failure to cancel less than eight (8) weeks will result in forfeiture of the security deposit. Should the renter group cause termination of the event after the receipt of full payment, the group is **not** entitled to any payment reimbursement of any kind.

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 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 renter group are responsible for equipment setup, breakdown, removal of food and beverages, and clean up within the contracted rental period. A meeting between the Event Coordinator and the caterer is **required** before the contracted event with a layout 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 renter 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.
- ❑ The rental group is responsible for having a **"greeter"** at the front entrance of the Aquarium. The greeter is to welcome the guests, ensure that they are event attendants, and inform them of special instructions. Once the event has commenced, the doors can be locked and the greeter no longer needs to remain at the front. The front 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.
- ❑ All aspects of the event including decorations, caterer, music, and special lighting requirements (including candles) must be pre-approved by the Event Coordinator. 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 buildings, furnishings, or surroundings.
- ❑ **The lights in all exhibits go out at 11 pm or at the end of your event hour. The Aquarium staff and inhabitants thank you in advance for your consideration in these matters.**

Please read the following carefully

- ❑ Alcoholic beverages are limited to **beer, wine and champagne only (no more than 14% alcohol)** - *beer must be dispensed in bottles or cans- no kegs allowed* - and are permitted if approved prior to the event by the Director of the Aquarium. Hard liquor is explicitly prohibited on Aquarium property by state regulation with **no cash bars or ticketed events providing alcohol**. The renter must be aware that the legal drinking age in the State of North Carolina is 21 years old. Self-serving of alcoholic beverages is **NOT** allowed and must be served by the bartender of the caterer. Open containers may **NOT** leave the Aquarium. The bartender will make the last call at **20 minutes past the last hour of the event**. Alcohol will **not be served the last 30 minutes of the event**. It is the responsibility of the renter to work with the caterer to coordinate implementation of these alcohol related restrictions.
- ❑ 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 5:00 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. The renter group may not enter or use any rooms or areas not previously specified or deemed closed and off-limits. Renters may not loiter outside their approved rental space (specifically classrooms, conference room and auditorium).
- ❑ Renter group and associated service providers (including caterers, musicians, etc.) **must adhere** to the closure times and criteria as specified by the original contract.
- ❑ A list of caterers that 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 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.

FAX OR RETURN ALL 9 PAGES!!!



**NORTH • CAROLINA
AQUARIUMS**

*North Carolina Aquarium at Fort Fisher
Facility Rental Group Information*

Event Date: ____/____/____ **Bride's Name** _____ **Groom's Name** _____

Group Name: (ex: Bass * Smith Wedding and Reception) _____

EVENT CONTACT

PAYEE CONTACT

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

Rehearsal date if wedding ____/____/____ (**Mon. - Thurs. 5-6 pm Only - must be scheduled**)

Number attending wedding rehearsal (estimated) _____

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) _____

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

Please list any outside services (i.e.: caterer, musician, etc.) you will be utilizing including name, phone number, type of service they will be providing: (may list general intended plans and include specifics on final checklist)

Brief description of menu including beverages (must list alcoholic and non-alcoholic beverages) to be served:

RENTAL PACKAGE:

Facility venue: Check Upper/Lower Cape Fear Shoals Exhibit-\$3000 \$_____
 Cape Fear Conservatory-\$1800
 Exotic Aquatics Gallery, Deck and Garden-\$1000
 Entire Aquarium-\$4000
 Auditorium-\$125/hr during Day or as add on during Evening; \$300/hr Evening
 Classroom (Oceans Science Discovery Fresh Water Wonders) \$75/hr
 Conference Room-\$50/hr

Total for Extra Hours: 1 Hour 2 Hours X \$_____ \$_____

Discount: (by approval only) _____% \$(_____)

Circle one: (10% Discount if **Sunday Discount, Patron, Director, or Benefactor Member** of the Aquarium Society)

TOTAL RENTAL LESS PROGRAMS : \$_____

PROGRAMS:

Additional Programs : Dive Show \$200 \$_____
(Must be approved) Behind The Scenes \$7 per person x #_____
 Touch Tank \$20 x ___ hrs
 Educational Program #_____ x \$_____
 Educator for Childcare \$20 X ___ hrs (5 children per 1 educator)
 Other _____

Participation Fee: Participation Fee #_____ x \$5 each participant \$_____
(due w/classrooms, (If unsure of participant # at time of booking - **Payment is due**
auditorium, or **day of Event for participant fee only** in one payment -
conference room rentals) **A Participation Sign-In Sheet** will be provided at Visitor Services
for guests to sign in and provide support of payment)

TOTAL PROGRAMS \$_____

TOTAL PACKAGE PRICE - (Total Rental and Programs): \$_____

Refundable Security Deposit Paid: \$_____ Cash Check VS or MC (circle one)

Nonrefundable Down Payment Paid: \$_____ Cash Check VS or MC (circle one)

Credit Card # _____ Exp: Date ___/___

Name as on Card and responsible payer _____ Phone: (____) _____ - _____

Social Security # or Federal ID# of payer (Needed only if paying deposit by check) _____ - _____ - _____

To make credit card payment by phone call: (910) 458-8257, ext: 218 or 202.

