



OREGON COAST AQUARIUM

Dear Participant,

We look forward to having you join us for our Sleepover program on _____ for the Aquarium's Family Sleepover. Please arrive at the **Aquarium Staff Entrance at 6:00 pm that evening**. *The staff entrance is marked by a sign at the south end of the visitor parking lot.*

You will need to bring the following items:

- ✓ the enclosed Program Release Waiver for each person attending the sleepover
- ✓ a warm sleeping bag (it gets cold in the tunnel)
- ✓ a pillow
- ✓ a sleeping pad is highly recommended (mattresses should not be larger than full size, single layer in order to fit in the tunnel)
- ✓ jacket (we will be going outside to look at the animals in the morning)
- ✓ Toiletries (wash cloth, toothbrush, toothpaste, hairbrush, etc.)
- ✓ Pajamas
- ✓ Change of clothes

No flashlights, Game boys, music players, cell phones, candy or gum please!

The Aquarium will provide an evening dinner of pizza, salad, breadsticks, and a late evening snack. In the morning, a light breakfast of cereal, fruit, juice, and coffee will be served. If anyone in your group has any dietary concerns and you prefer to bring a specific snack, feel free to do so.

We suggest that you pack light because you will carry your items a fair distance to the tunnels. Please **mark** sleeping bags, sleeping bag covers, etc. with names to avoid mix-ups when preparing to leave. Participants will leave by the **staff entrance at 9:00 am** the following morning. If you would like to explore the aquarium more after your sleepover, you may get your hand stamped by one of our sleepover staff for re-entry during normal operating hours at 9:00a.m.

If you have not already submitted payment upon receiving this letter, please mail in your check to: Oregon Coast Aquarium, 2820 SE Ferry Slip Road, Newport, OR 97365, indicating on your check that it is for the sleepover, or phone 541-867-3474 Ext. 5301 to make a credit card payment.

- \$55 per non-member
- \$50 per member

***Payment must be received at least TWO week's in advance of your scheduled sleepover. You will not be able to submit payment the evening of the sleepover, so please register any additional people to your party at least 48 hours in advance.**

Please keep in mind that we reserve the right to cancel a sleepover program if minimum enrollment numbers are not met. For more details, refer to our cancellation and refund policies on the reverse side of this letter.

Sincerely,

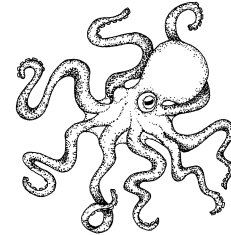
Holly Millard
Group Coordinator
(541) 867-3474 ext. 5301
holly.millard@aquarium.org

During your stay, please keep in mind the following:

- **You must arrive on time for your sleepover.** The Aquarium's security gates will be locked shortly after your scheduled check-in time. There will not be anyone available to let you into the building following the 20-minutes allotted to check-in.
- You should park in the south parking lot and not along the green curb. **You will be checking in and leaving by the Classroom (Staff) entrance.** This is not the main entrance to the aquarium.
- **Make sure that you have everything you will need from your car, as you will not be allowed to leave the aquarium once inside (for security purposes).**
- **For your group's safety and security, as well as that of the staff and the animals, we do not permit:**

| | |
|--|--|
| • running | • kicking or throwing gravel |
| • climbing on rocks | • gum chewing |
| • yelling | • smoking |
| • additional food or snacks (exception: special diets) | • electronic devices (music, game players, cell phones-exception: for emergencies) |

- **Help us protect the animals.** Do not frighten animals and only touch them gently in designated areas. Never throw anything into the exhibits or tap on the sides of the aquariums. (Sound travels faster in water and is much louder to the animals in the exhibit).
- **Do not use tanks, windows, or signs as writing surfaces** because they scratch easily. Clipboards will be provided for you.
- **During the morning behind the scenes tour, you must abide by these rules for the safety of the animals and our staff. If you cannot, you're behind the scenes experience will be cut short.**
Please be sure to:
 - talk only in quiet voices
 - stay together with the group
 - do not make sudden movements, run or climb on the rocks
 - listen to what the Aquarium staff is sharing with you



Sleepover Cancellation and Refund Policies

Cancellation by a Participant

Participants must cancel one week prior to a scheduled event to be eligible for a full refund. If notice of cancellation is given less than one week prior to a scheduled event, participants will be eligible for 50% of program fees. A refund will not be provided for cancellations occurring less than 48 hours prior to event. If a participant does not show up for a scheduled event, program fees will not be refunded.

Cancellation by the Aquarium

In the event that the Aquarium must cancel a scheduled program because of low enrollment, participants will receive a full refund. Notice of cancellations will be provided no later than one week prior to the scheduled event unless weather dependent.

The Aquarium is not liable for any other expenses that the participant may have incurred in the preparation and execution of the event.