



# Sleepover Contract

**Group:**

**Contact:**

**Address:**

**Telephone:**

**Today's Date:**

**Reserved Date:**

**Guest Count: 20 person minimum**

**Email:**

## Terms and Conditions

**Please read this contract carefully and bring a copy with you the night of your sleepover!**

We look forward to you joining us for an Aquarium Sleepover. **Please arrive at the Aquarium classroom (staff entrance) at 6:00 pm that evening.** *The classroom and staff entrance are marked by signs at the south end of the visitor parking lot.*

You will need to bring the following items:

- ✓ Signed Program Release Waivers and Chaperone Contracts (one per person; downloadable off of our website or sent via mail by request)
- ✓ A copy of this contract
- ✓ a warm sleeping bag (it gets cold in the tunnel)
- ✓ a pillow
- ✓ a sleeping pad is recommended (mattresses should not be larger than full/double size in order to fit in the tunnel, please no cots)
- ✓ jacket (we will be going outside to look at the animals in the morning)
- ✓ toiletries (wash cloth, toothbrush, toothpaste, hairbrush, etc.)
- ✓ pajamas
- ✓ clothing for the next day

***No flashlights, glowsticks, Gameboys, 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, coffee and tea will be served. If anyone in your group has any dietary concerns or allergies it is their responsibility to bring their own food.

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.

### **Payment and Deadlines:**

- Within **10 days of receiving this contract,**
  - Submit your **deposit of \$200.00.** Mail in a check (made out to Oregon Coast Aquarium), *or* phone 541-867-3474 Ext. 5301 (if paying with credit card). This deposit will be applied to the final program cost. *Please note,* if a deposit has not been received, the tentative hold status will be lifted from your scheduled sleepover.
  - Mail in this signed contract, along with the deposit if paying by check.
- At least **two weeks before your reserved sleepover,**
  - Mail in your remaining payment (full amount minus the deposit). The rate is **\$55.00 per child or adult** (Chaperone) and **\$50.00 if you are an aquarium member** (*Please provide us with your member number on the participant list in order to receive this rate*). You will receive **one free chaperone** for every **20** paying participants.

- Mail or email the participant list to the address on the other side of this contract.
- At least **three days before your reserved sleepover**,
  - **Email or call** with any changes or additions that you have to your participant list. *Because of staffing and catering requirements, we ask that you add no more than 5 people to your participant list at this point.*
  - **Payment** for any additional persons must be **received no later than** three days in advance of your scheduled sleepover. **Individuals of your group who are not on the participant list will not be admitted to the program.**
- **Evening of the sleepover**,
  - Bring signed chaperone and child waivers (downloadable off of our website, or call to request that forms be mailed to you).

Please send all money, contracts, and participant lists to:

Oregon Coast Aquarium  
2820 SE Ferry Slip Road  
Newport, OR 97365

And

Please email or call with questions, changes, or the participant list to:

sleepovers@aquarium.org  
phone: 541 (867-3474 Ext. 5301)  
Fax: 541 (867-6846)

### Group Cancellation and Refund Policy

Notices of group cancellation must be made **at least two weeks** before your scheduled sleepover. The Aquarium will retain a 10% processing fee if the cancellation is made at least two weeks prior to the event. Upon notice of group cancellation, a written acknowledgement and the refund balance will be sent to you by mail. **A refund of the deposit will not be given for cancellations made less than two weeks prior to the event.**

In the event that the Aquarium must cancel the scheduled event, all deposits or money received for the remaining balance of the sleepover will be reimbursed. Notification of cancellation will be provided two weeks prior to the scheduled event (unless weather dependent). The Aquarium is not liable for any other expenses that the client may have incurred in the preparation and execution of the event.

### Individual Cancellation and Refund Policy

All group sleepovers must meet and/or pay for the minimum of 20 participants. Refunds will not be provided for individuals who do not show up for the event.

**Please check box if you would like to use the gift shop during your stay.**

### Acceptance

By signing this contract, client agrees to abide by the terms and regulations specified. **Please sign and return** with your deposit within 3 weeks of receiving this contract.

**For:**

**For: Oregon Coast Aquarium**

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:**

**Name:** Holly Millard

**Title:** \_\_\_\_\_

**Title:** Group Coordinator

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

**Date:**

**Please make a copy for your records.**