

Oregon Coast Aquarium Sleep With The Sharks

Group Leader Contract

We look forward to you joining us for an Aquarium Sleepover! Please read this document carefully and share the information with your group before arriving at the Aquarium.

THINGS TO KNOW:

- For school groups or scout troops we require you to bring a minimum of one chaperone for every 10 children. Chaperones must be at least 21 years of age.
- Each chaperone/parent must read, sign and bring the Chaperone Contract to the sleepover.
- Please arrive at the Aquarium classroom (staff entrance) at 6:00 p.m. The classroom and staff entrance are marked by signs at the south end of the visitor parking lot near the "Wolf Eel" parking area.
- The Aquarium is a **tobacco and marijuana free** facility. For the safety and enjoyment of our visitors, staff and animals, smoking is not allowed anywhere onsite. Please keep this in mind and plan accordingly with patches, gum, etc. to accommodate this.
- We suggest you pack light because you will carry your items a fair distance to the tunnels where you will be sleeping. Please mark sleeping bags, sleeping bag covers, etc. with names to avoid mix-ups when preparing to leave. Participants leave through the staff entrance at 9:00 a.m. the following morning.
- The Aquarium will provide dinner with a vegetarian option. Also included are drinks and a late evening snack. In the morning, a light breakfast and coffee will be served. If anyone in your group has any dietary concerns or allergies it is their responsibility to bring their own food and notify the Sleepover Attendants. All dinner and breakfast items are nut-free.
- Help us protect the animals. Only touch animals in the touch tank. Never throw anything into the exhibits or tap on the tanks (sound travels faster in water and is much louder to the animals in the exhibits).
- Flash on cameras is fine. To avoid getting the flash in your photo, try taking the photo at an angle to the tank.
- If you need first aid assistance during the sleepover contact Sleepover Attendants.
- Participants will receive a hand stamp at the end of the sleepover which gives them entry to the Aquarium that day.
- During winter hours, the gift shop is open by request only. If you would like to use the gift shop, let us know when you register. During summer hours the gift shop will be open at 9:00 a.m.
- The Sleepover staff members are available and willing to help answer questions and make your sleepover an enjoyable experience. Please let them know how they can help.

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- Please understand, only a limited number of people will fit in each tunnel. Each tunnel should include at least two adults, one located at either end. If you are a part of a combo sleepover with other groups, sleeping locations are determined on a “first-registered first-choice” basis. We can accommodate the following number of people in each area:

25-30 in Open Sea (shark) tunnel • 10-15 in Orford Reef tunnel • 15 in Halibut Flats tunnel

THINGS TO BRING:

- **Signed waivers for every participant and chaperone contracts for each chaperone/adult**
- Pillow, warm sleeping bag and sleeping pad (foam camping mats or **twin** air mattresses work best)
- **Warm** layers and rain jacket
- Modest **warm** pajamas
- Toiletries
- Change of clothing
- Food for participants with special dietary needs
- Bug spray (optional)
- Camera (optional)
- Ear plugs and eye masks (optional)
- Comfortable walking shoes.

THINGS WE DO NOT PERMIT:

- Running
- Climbing on rocks
- Yelling
- Additional food or snacks (expect for special diets)
- Weapons
- Chewing gum
- Tobacco or marijuana use
- Electronic devices (music players, game players, etc.)

PAYMENTS AND DEADLINES:

Within 10 days of receiving your contract, please:

- Submit your deposit (\$240). Mail in a check (made out to the Oregon Coast Aquarium) or phone (541) 867-3474, Ext. 5301, Monday thru Thursday from 8:00 a.m. to 4:30 p.m. if paying by credit card. This deposit will be applied to the final program cost. **Please note, if a deposit is not received, your date is not reserved.**

Two weeks before your reserved sleepover:

- Make your final payment (full amount minus the \$240 deposit).
- Email the participant roster. We need this list two weeks prior to your sleepover so we can confirm food and staffing sufficient for your group. At this time no additional people can be added to your group and no refunds will be issued.

On the evening of the sleepover:

- Bring signed Group Leader Contract, Chaperone Contracts for EACH adult, and waivers for EACH participant (downloadable off of our website and attached to your email confirmation.)

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Additional Information: (541) 867-3474, Ext. 5301. Online: www.aquarium.org

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CANCELLATION AND REFUND POLICY:

- Notice of group cancellation must be made at least two weeks before your scheduled sleepover in order to receive a refund of your deposit. The Aquarium will retain a 10% processing fee. 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 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.
- All private 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 send checks to:
Oregon Coast Aquarium
Attn: Sleep with the Sharks
2820 SE Ferry Slip Road
Newport, Oregon 97365

Questions? Changes?
Email: contact@aquarium.org
Phone: (541) 867-3474, Ext. 5301
Fax: (541) 867-6846



Signature: _____

Printed Name: _____

Date: _____

School / group name: _____

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