



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, vape, and marijuana free facility. For the safety and enjoyment of our visitors, staff and animals, smoking is not allowed anywhere on site. Please keep this in mind and plan accordingly with patches, etc. to accommodate this. A reminder that gum is not allowed on Aquarium grounds.
- 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, including drinks. 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, except at the octopus exhibit. 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.

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- The gift shop is open by request only. If you would like to use the gift shop, let us know when you register and plan additional time for this in the morning, 9:00 to 9:30 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.
- 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 clothes
- 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 (except for special diets)
- Weapons
- Chewing gum
- Tobacco and marijuana use
- Electronic devices (music players, game players, etc.)

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THINGS TO KNOW:

Within 5 days of receiving your contract, please:

- Submit a 10% deposit. This deposit will be applied to the final program cost.
Please note, if a deposit is not received, your date is not reserved.
- Payment can be made in one of two ways:
 - Mail in a check (made out to the Oregon Coast Aquarium)
 - By phone **if you are paying by credit card.** Card payments can be made over the phone at (541) 867-3474, Monday thru Thursday from 8:00 a.m. to 4:30 p.m.

Please send checks to:

Oregon Coast Aquarium
Attn: Sleepover
2820 SE Ferry Slip Road
Newport, Oregon 97365

Two weeks before your reserved sleepover:

- Make your final payment (full amount minus the 10% deposit) by mail or credit card as listed above.
- Email the final number of children and adults to sleepinthedeep@aquarium.org. We need this number a week 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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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. 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. 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.
- If your party number exceeds more than you originally booked, please be prepared to pay on-site at the time of event.

By signing the following I acknowledge I have read and agreed to the prior policies.

Printed Name: _____ Date: _____

Organization or School Group: _____

Signature: _____

Have questions or want additional information?

Contact 541-283-1148, or email sleepinthedeep@aquarium.org