



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:

- 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 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. Your group will leave out of this entrance at 9:00 a.m., or 9:30 a.m. if your group has requested gift shop access.
- 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 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.
- 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 Educators.
- All dinner and breakfast items are nut-free.
- All participants are expected to stay for the entire sleepover. Sleepover guests, including the group leader and chaperones, are not permitted to leave/reenter the aquarium during the program.
- 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).
- You may take photos and videos for personal use. The use of flash is prohibited within our indoor spaces and discouraged elsewhere, as many of our animals are sensitive to flash photography.
- If you need first aid assistance during the sleepover contact Sleepover Educators.

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- Participants will receive a hand stamp at the end of the sleepover which gives them entry to the Aquarium that day.
- 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.

SLEEPING SPACES AVAILABLE

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 recommended)
- **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

WHAT NOT TO BRING:

- Additional food or drinks (except for water and dietary accommodations)
- Weapons
- Chewing gum
- Tobacco and marijuana use
- Electronic devices (music players, game players, etc.)
- Flashlights, glow sticks, laser pointers, etc.

BEHAVIORAL EXPECTATIONS

- No running
- No yelling
- No climbing on rocks
- Stay with your group

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THINGS TO KNOW:

Within 7 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:
 - By phone if you are paying by **credit card**. Card payments can be made over the phone at (541) 283-1128, Sunday through Saturday from 10:00 a.m. to 5:00 p.m.
 - Mail in a check (made out to the Oregon Coast Aquarium)

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 credit card or mail as listed above.
- Email the final roster and dietary needs to **sleepinthedeep@aquarium.org**. We need these documents 2 weeks prior to your sleepover so we can confirm food and staffing sufficient for your group. After this date, no additional people can be added to your group and no refunds will be issued.
- **If final payment is not received at least 2 weeks prior, your sleepover will be canceled.**

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 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.
- Final payment is due 2 weeks prior to your sleepover. If final payment is not received at least 2 weeks prior to the program, your sleepover will be canceled.

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 541-283-1187, or email sleepinthedeep@aquarium.org