



## Waikiki Aquarium Facility Rental Information

Aloha, and thank you for considering the Waikiki Aquarium for your special event. The Waikiki Aquarium offers an exceptional location for those seeking a truly memorable event. From weddings and receptions to birthdays to holiday parties to corporate events, the Aquarium lawn will beautifully welcome your guests with its accompanying sea breezes and magnificent views of Diamond Head and the Pacific Ocean. Included in your rental fee are the Aquarium Galleries which showcase the stunning marine communities of the tropical Pacific and Hawaii, "Edge of the Reef," a 7,500 gallon outdoor exhibit that recreates a living Hawaiian shoreline, and the Hawaiian Monk seal habitat where you may view and learn about one of the world's most endangered marine mammals.

### **Membership Fee:**

Rental of the Waikiki Aquarium is a Friends of the Waikiki Aquarium (FOWA) membership benefit. If you are not already a member, a \$60.00 minimum membership fee will entitle the renter and their family to a full year of benefits. Please refer to our membership brochure for full details. The member is responsible for signing the application packet and for all aspects of the scheduled function.

### **Rental Hours:**

Facility rental hours are nightly from 5:15 pm to 10:30 pm, and this includes set-up and clean-up time. Caterers, contractors, guests and others associated with the function will not be permitted to enter before 5:15 pm and until the renter is present.

We recommend all functions conclude at or before 9:30 pm to ensure ample time for clean up of the facility.

### **Rental Fees:**

\$1,500.00 rental fee includes up to 100 guest and the security staff fees, 18 tables and 100 chairs. There is an additional fee of \$6.00 per guest over the 100 covered in the facility rental fee. No charge for children ages four (4) and under. The \$1,500.00 fee is required to confirm your reservation. Any balance due on the rental must be paid at the conclusion of the event.

A \$100.00 late fee will be assessed if reservations are made less than one month before the event date.

A \$100.00 service fee will be assessed if the renter provides their own equipment such as tents, canopies, tables and chairs.

The renter will be responsible for any damages to the lawn area, exhibits and any items rented from the Aquarium.

### **Security Staffing Fees:**

The Waikiki Aquarium determines the number of Aquarium security staff on duty during each function. The basic security staff fee is included in the \$1,500 rental fee. The primary responsibility of the staff on duty is to prevent damage or injury to the exhibits, animals and Aquarium grounds by ensuring all rules and regulations are adhered to. They also provide assistance to the renter, monitor alcohol service and

entertainment noise levels, control lights, and prevent unauthorized persons from entering the facility during the function.

The security staff will not set-up tables and chairs, nor do they clean up after the function.

A \$75 fee will be assessed for each additional security staff required in of the following cases:

- Alcohol is served
- Guest count exceeds 200 guests
- Guest count exceeds 300 guests
- Guest count exceeds 400 guests

### **Overtime Fees:**

If the event goes beyond 10:30 pm, the renter will be assessed an overtime fee of \$150.00 for the security staff and an additional fee of \$5.00 per minute. The overtime fees are due with the rental payment balance.

### **Equipment Rental:**

**Additional Tables/Chairs:** Rental of additional tables and chairs may be arranged through the Event Manager's office. Tables (6' x 30") are \$9.00 each and the folding, padded chairs are \$2.00 each. We require the renter to provide tablecloths for all Aquarium rental tables. If the renter cannot provide tablecloths, the Aquarium has disposable tablecloths available for purchase (\$12.00/package of three).

**Tents/Canopies:** Arrangements for tents/canopies ordered through the Event Manager's office must be made at least one month prior to the scheduled function, and payment is due at the time the order is placed. No refunds are given on tent/canopy rentals. Tent/canopy costs vary according to size.

**Sound System:** The renter may bring in outside sound system equipment without an additional fee. If requested, the aquarium sound system equipment is available for a rental fee of \$500.00 which includes an operator who set-ups, breaks down and operates the equipment during the event. The sound system includes: 2 speakers, 2 microphones, 2 microphone stands, a mixer and a CD player.

**Other Information:** Outside rental vendors may not make their deliveries prior to 5:15 pm, and all equipment must be removed from Aquarium property by 10:30 pm.

For the renter's convenience, the Waikiki Aquarium provides rental and/or purchase of some items, i.e. extension cords, podium, cooler, hot water urn, etc. Please call the Event Manager's office for a list of items available.

### **Exhibits:**

The exhibit galleries will remain open until 9:00 pm. The Aquarium is privileged to house the endangered Hawaiian Monk seal so extra care must be taken. Guests must be advised about keeping hands behind the railing and avoiding any loose objects from falling into the Hawaiian Monk seal habitat. For the safety of the animals, throwing any items into the pool or exhibits is strictly prohibited.

**Audio Wands:** The Tour Mate system is an audio wand that gives visitors a brief description of our exhibits. Rental of the Aquarium's Tour Mate System is available for your guests during the scheduled event at \$2.00 per wand.

The SeaVisions Theatre and The Natural Selection Shop are closed during evening functions.

**Entertainment and Decorations:**

In an effort to be a good neighbor, all entertainment must be of good taste and moderate volume. The Aquarium management must pre-approve all entertainment and will not allow excessive noise on the premises, such as live rock bands and amplified music.

All entertainment must conclude at 9:30 pm.

Balloons (helium or mylar), glitter or confetti or live fish are not allowed on the premises.

All special arrangements must be pre-approved by Aquarium management one month prior to the scheduled function date. This includes the use of children's inflatable bouncers or unique activities/entertainment.

**Food:**

Cooking is not allowed on the premises. All food must be ready to serve. Kitchen and clean-up facilities are not available.

Food and drinks may not be taken into the Exhibit Galleries.

Disposal of oils, sauces or gravies is not allowed on the Aquarium grounds. Ice must be disposed of properly and not on the Aquarium lawn or adjacent grounds.

**Alcohol:**

The renter is responsible for abiding by all Alcohol Service Policies and Procedures.

Alcohol is limited to beer and wine only and must be approved by the Aquarium Director prior to the function.

Glass beer bottles are not allowed. Cans and plastic containers are acceptable. We will provide recycle bins.

Alcohol must be served at one station along with non-alcoholic beverages and monitored at all times. Guests are not permitted to have coolers with alcohol at their table.

All alcohol beverages are to be consumed on the premises. Alcohol may not be taken off premises.

Alcohol service must end at 9:00 pm or one hour prior to the event conclusion, whichever is earlier.

**Set-up, Breakdown & Clean Up:**

The renter is responsible for set-up, including tables and chairs rented from the Aquarium. The renter is also responsible for clean up, including stacking the chairs onto racks, tables onto the table cart, and placing all trash in the outdoor dumpster.

All displays, equipment, materials and supplies must be removed from the premises at the end of your function. The Waikiki Aquarium will not be responsible for any damages to equipment rented from outside sources or any equipment left on the premises after the conclusion of the function.

After caterers, contractors and guests have left the premises, the renter and a member of the Aquarium security staff will make a final inspection of the facility together, prior to closing out the function contract.

### **Reservation/Cancellation Information:**

Rental arrangements and reservations are made through the Event Manager's office. The application packet must be signed and returned to the Waikiki Aquarium – Finance Department accompanied by the rental fee and membership fee (if required). The Event Manager's office will confirm rental details after approval from the Aquarium Director is received. The renter is required to complete a site visit with the Event Manager's staff prior to the function date. Site visits may be conducted by appointment Monday through Friday.

The Event Manager's office must receive written notice of cancellation no less than 90 days prior to the scheduled function in order for the renter to receive a partial refund of the rental fee. A service charge of \$500 will be assessed. A refund check for the balance will be issued six to eight weeks after the cancellation is processed.

If written notice of cancellation is received less than 90 days prior to the scheduled function, the renter will forfeit their deposit. All other rental and membership fees are non-refundable.

The Waikiki Aquarium will not be responsible for failure to carry out arrangements due to inclement weather, power failures or conditions beyond our control. The Aquarium reserves the right to cancel any facility rental agreement due to circumstances beyond our control.

In the event of a power/electrical outage, the Waikiki Aquarium will cancel any rental scheduled for the evening if power is not fully restored by 12:00 noon.

### **Prohibited Events**

Fund raising, merchandise and product sales, and political functions are not allowed.

### **Other**

The Waikiki Aquarium policies, procedures and fees are subject to change without notice. For updated information or to schedule a site visit, please call our Event Manager's office at 808-440-9015, Monday thru Friday, 9:00 am to 5:00 pm.

*The mission of the Waikiki Aquarium is to inspire and promote understanding, appreciation and conservation of Pacific marine life.*

*Facility rental income helps fund our efforts and we thank you for your support!*