

AFTER HOURS EVENT RESERVATION FORM

Host Name: _____

Email: _____

Event Type/ Theme: _____

Phone: _____ Event Date(s): _____

Start Time: _____ End Time: _____

Expected Number of Guests: _____ Total Invited Guests: _____



Event Pricing*:

Monday- Thursday: \$2000

Friday-Sunday: \$2500

- 2-hour rental of entire aquarium and reptile den facility
- A staff of keepers to answer questions and operate the touch tanks
- Event set-up and breakdown
- Tables, chairs, black linens table cloths, and sea themed centerpieces for up to 100 people

*Additional time can be added for an additional \$1000 per hour

*Additional guests will be \$15.95 per person

Additional Event Options:

_____ **Animal Presentation— \$250**

Enjoy our formal and up-close educational presentation of the 3 Animal Ambassadors.

_____ **Animal Mingle— \$200***

Some of our friendly resident animals will accompany our expert zookeepers as they mingle with your guests.

** Animal Mingle starts at a 30-minute appearance by our animals. Additional time can be added for an additional fee*

Preferred Service Providers: (Recommended, but feel free to choose your own)

Constantino's Catering & Events
Food, Beverage, Custom Linens, etc.
(570)-963-1691

Dynamic Duo Entertainment
DJ/ Lighting
(570)-237-6184

Contractors:

Catering: _____

Phone: _____

DJ/Entertainment: _____

Phone: _____

Lighting/ Décor: _____

Phone: _____

Reservation and Booking Terms:

- **\$500 non-refundable deposit must be paid within 7 days of booking to hold your desired date/time.** If no deposit is received, your date/time will be released.
- All event details must be submitted and confirmed no later than 14 days prior to event.
- A final guest count is due no later than 7 days before your event.
- Glass, balloons, and plastic straws are **not** allowed in the aquarium and reptile den.
- **Full payment of the balance of your order is due the day of your event.**
- Personal checks are not accepted.
- For more information, contact 570-507-1902 or events@electriccityaquarium.com.

Host Signature: _____

Date: _____

Please review these rules with all visitors to the Electric City Aquarium and Reptile Den prior to your visit to ensure a fun and safe visit.

General Guidelines

- No outside food or drink is allowed inside our facility. We have 2 storage lockers for lunches and other food and drink items.
- Using flash photography is prohibited for the safety of the animals.
- Tapping, hitting and/or leaning on the glass of the enclosures is strictly forbidden.
- No running
- No climbing on rocks and/or jumping off of them
- Voices must be kept at an indoor level; no loud noises or screaming will be tolerated.
- All visitors must follow the rules of the touch pools: rinse hands before, no picking up animals, and no touching eyes or tails.
- **3 Strike Rule:** We will give visitors 2 warnings if any of our rules are broken. If a 3rd rule is broken, that visitor will be asked to leave the aquarium and they will have to sit outside of the facility with a chaperone.

Chaperone Guidelines

- We want the children as well as the chaperones to have a great experience during their time with us. In order to ensure that happens, chaperones are asked to follow the proper chaperone behavior guidelines. Thanks for being great chaperones!
- **Proper Chaperone Behavior:** enjoys the aquarium and helps their designated students; is in control of their students and corrects any bad behavior; are always accompanying their students throughout the facility.
- **Improper Chaperone Behavior:** more focused on their phone than on their assigned students; lets their students run around, scream and bang on enclosures; leaves their students unattended.

Gift Shop Bag Policy:

- One reliable chaperone or teacher must be designated as the gift shop bag point person prior to arrival.
- Your group will have a collection box or bag provided if you do not bring your own.
- Any child making a purchase in the gift shop must be accompanied by a chaperone.
- Once the purchase is made, the bag must have the child's name written on it.
- All bagged purchases must be collected by the designated chaperone and placed in the collection box or bag before returning to the aquarium or reptile den.
- Collection receptacle can be kept in the metal lockers or the designated chaperone can deliver it to the bus/vehicle.

I, _____, hereby acknowledge that I have read and understood all rules and regulations as put forth by the Electric City Aquarium and Reptile Den.

Signature _____ Date _____