

# Birthday Party Room Rental Agreement



## Application

|   |                   |                   |
|---|-------------------|-------------------|
| Name/Sponsor                                    | Are you a member? | Membership Number |
| Address   |                   |                   |
| City  | State             | Zip               |
| Home Phone                                      | Cell Phone        | Work Phone        |
| Email   |                   |                   |
| Date of Function                                |                   |                   |
| Number of Guests (Please attach names and ages) |                   |                   |
| Name of Birthday Boy or Girl                    | Age               |                   |

- Your \$350 pre-payment with this application will confirm your date. This amount covers admission for 25 total people (adults and children combined) and rental of the room, including tables and chairs. Parties cannot exceed the 25 guest limit. Please keep in mind that for younger children, drop off may not be an option so please account for accompanying adults when determining the size of your party. Fees are non-refundable and are payable via credit card, cash, or check.
- A Party Assistant is available by request for an additional charge of \$150 which is due with your credit card pre-payment. The Party Assistant will be available to you for the duration of your party and will provide help in the room as well as take you to any scheduled activities available during your party. The Party Assistant may also provide a brief 10-15 minute highlight tour of the Gallery upon advance request. **Please note:** the Party Assistant is not provided to run the party and activities, but is there to provide help to you and to answer questions regarding the Aquarium. Party Assistants are subject to staff availability and must be reserved in advance. If a Party Assistant is not available for the date of your rental, the Party Assistant fee will be refunded in its entirety.
- Please remember we are in a federal building—certain restrictions will apply.
- Birthday parties may be scheduled on any non-holiday weekend from 1:30 pm – 3:30 pm. The party room is available for set-up no earlier than 30 minutes prior to the start of your rental agreement.
- Food and beverages must remain in the party room. Taking food and drinks outside of the party room is strictly prohibited. There is no alcohol allowed.
- Guests may decorate the room with the following restrictions: no damaging items or games (including but not limited to piñatas or pin the tail on the donkey), no balloons, no open flame beyond a few birthday candles.
- Feedings take place at 2 pm. Shark feedings are on Saturdays and piranha feedings on Sundays. Feedings are subject to change.

- The National Aquarium reserves the right to cancel this agreement at any time for breach of any of the aforementioned terms and conditions as well as for any actions deemed to be in conflict with the best interests of the National Aquarium, its employees, and its guests.
- Sponsor(s) assume full responsibility for damage or abuse to the facility, and for any misconduct by their guests. Sponsor(s) also assume full responsibility for the safety of all event attendees and will hold blameless and indemnify the National Aquarium Society, the National Aquarium, its directors, agents, and contractors for any claims or suits resulting from injuries.

**I understand and agree to abide by these rules and regulations.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

### List of Attendees and Ages\*

|                |           |
|----------------|-----------|
| Attendee _____ | Age _____ |
| Attendee _____ | Age _____ |
| Attendee _____ | Age _____ |
| Attendee _____ | Age _____ |
| Attendee _____ | Age _____ |
| Attendee _____ | Age _____ |
| Attendee _____ | Age _____ |
| Attendee _____ | Age _____ |
| Attendee _____ | Age _____ |
| Attendee _____ | Age _____ |
| Attendee _____ | Age _____ |
| Attendee _____ | Age _____ |
| Attendee _____ | Age _____ |
| Attendee _____ | Age _____ |
| Attendee _____ | Age _____ |
| Attendee _____ | Age _____ |

*Continue on a separate sheet, if necessary.*

| FOR OFFICE USE ONLY |         |                 |
|---------------------|---------|-----------------|
| PATRON #            | ORDER # | AUTHORIZATION # |
|                     |         |                 |



**For more information:**

National Aquarium  
 Commerce Building  
 Room B-077  
 14th St. & Constitution Ave., NW  
 Washington, DC 20230

aqua.org  
 Phone: 202-482-2826  
 Fax: 202-482-4946  
 Email: dcbirthdays@aqua.org

**\*Guest List**

A list of everyone attending the party must be provided at least 48 hours prior to the event. This list will be used at the front desk for your guests to check in. If we do not receive a list 48 hours in advance, your guests will be charged the regular admission fee.