



Contact:
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Birthday Party
Reservation Request Form

Contact Information:

Requested Date: \_\_\_/\_\_\_/\_\_\_ Requested Time: \_\_\_\_\_
Birthday Child's Name: \_\_\_\_\_ Gender: \_\_\_M\_\_\_F Age: \_\_\_\_\_
Parent/Guardian Name: \_\_\_\_\_
Address: \_\_\_\_\_ Phone #1: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #2: \_\_\_\_\_
Email: \_\_\_\_\_ Fax#: \_\_\_\_\_

Number of Children \_\_\_\_\_ Number of Adults \_\_\_\_\_ Total number in Party \_\_\_\_\_
Maximum of 40 guests in the Fun Zone (children and adults)

Mermaid Package \$375\* for 8 children
(\$35\*/additional child)

- Trip through the exhibit with hostess
• Sharkey's Fun Zone reserved for 60 minutes
• Kid's meal and beverage
• Specialty cake (no substitutions or price adjustments if declined)
• Mermaid visit
• Mylar balloon bundle
• Goodie bag for each child
• Your choice of face paint or stingray feeding

Pirate Package \$375\* for 8 children
(\$30\*/additional child)

- Trip through the exhibit with hostess
• Sharkey's Fun Zone reserved for 60 minutes
• Kid's meal and beverage
• Specialty cake (no substitutions or price adjustments if declined)
• Animal Encounter
• Mylar balloon bundle
• Goodie bag for each child
• Your choice of face paint or stingray feeding

Toddler Package \$220\* for 10 children
(\$22\*/additional child)

- Sharkey's Fun Zone reserved for 2 hours
Toddler Packages only available at 10:00am
• Cheese pizza and beverage
• Specialty cake (no substitutions or price adjustments if declined)
• Mylar balloon bundle
• Aquarium plush for each child
• Carousel ride (Summer only, No winter equivalent)
• Pricing only available for children ages 1 - 4

**Choice of Cake:**  Vanilla  Chocolate  Strawberry  Marble  Confetti

(Hand decorated with aquatic characters and colorful buttercream icing. *Cupcakes available upon request*)

(Gluten free and dairy free cake options available for a \$35.00 upcharge\*)

**Choice of Character:**  Shark  Mermaid  Fish  Pirate  Other: \_\_\_\_\_

**Addition of Vanilla Ice Cream (\$1.00/child)**  Yes  No

**Choice of Meals:** \_\_\_\_\_ Chicken Tenders with Fries \_\_\_\_\_ Mini Cheeseburgers with Fries

\_\_\_\_\_ Mini Hotdogs with Fries \_\_\_\_\_ Applesauce Cups (\$.50)

\_\_\_\_\_ Cheese Pizza\*

\*Please note: Toddler Package comes with Cheese Pizza\*

**Choice of Drink:** \_\_\_\_\_ Lemonade \_\_\_\_\_ Water \_\_\_\_\_ Capri Sun (\$.50)

**Choice of Animal:** \_\_\_\_\_ **Backup Choice:** \_\_\_\_\_

\*Only for Pirate Package. Can be added to any package for \$75\*

**Choice of One Option:**  Face Paint  Sting Ray Feeding

\*Only for Mermaid & Pirate Packages. Can be added to any package for \$4/ child\*

Birthday Packages		QTY	PRICE	TOTAL
<b>Mermaid Package-8 children minimum</b>			\$375.00	
<b>Mermaid Package-Additional child</b>			\$35.00	
<b>Pirate Package-8 children minimum</b>			\$375.00	
<b>Pirate Package-Additional child</b>			\$30.00	
<b>Toddler Package-10 children minimum</b>			\$22.00	
<b>Walk The Plank</b> (children must be 6 or older at the time of the party. 2 swimmers minimum)			\$120.00	
<b>Swim with Mermaids</b> (children must be 6 or older at the time of the party. 2 swimmers minimum)			\$125.00	
(All packages themes can be changed to: Fish, Shark, Mermaid, Pirate, Seahorse, Sea Turtle)				
Adult Appetizers-(Most serve 3-4 people)		QTY	PRICE	TOTAL
<b>Castaway Combo</b> Calamari, bruschetta, shrimp & crab dip, fried cheese, tortilla chips			\$19.99	
<b>Chicken Lettuce Wraps</b> can substitute mushrooms for chicken			\$13.99	
<b>Shrimp &amp; Crab Dip</b>			\$14.99	
<b>Fried Onion Stack</b>			\$9.99	
<b>Calamari</b>			\$14.99	
<b>Bruschetta</b>			\$11.49	
Additional Options		QTY	PRICE	TOTAL
<b>Birthday Photo Souvenir with Acrylic Frame</b> (minimum of 8)			\$5.00	
<b>Upgraded Souvenir Goodie Backpacks (NEW)</b>			\$6.00	
<b>Adult Admission</b>			\$15.50	
<b>Custom Underwater Birthday Sign</b> (2 weeks advance notice required)			\$125.00	
			<b>Subtotal</b>	
			<b>Banquet Fee 5%</b>	
			<b>Sales Tax 7.65%</b>	
			<b>Suggested Gratuity 15%</b>	
			<b>Estimated Grand Total=</b>	

## Guidelines:

- Two (2) week notice is recommended for best availability. Birthday parties can be booked up to one week in advance, providing that space is still available.
- A minimum of 8 children is required to hold Mermaid and Pirate birthday packages, 10 children for the Toddler package. Eight (8) children will be charged for Mermaid and Pirate Packages and Ten (10) for the Toddler Package even if there are fewer children. Toddler package pricing only available to ages 1-4. Because there is no tour included with the toddler party package, we will waive the admission fees for any children that are paid for in the toddler package as well as two adult admissions.
- There is a minimum of 2 children for the Walk the Plank and Swim with the Mermaids parties.
- One free adult admission per every 5 kids for the Mermaid and Pirate Birthday Packages. Additional adults paid for on the party package check are \$15.50 per adult.
- It is mandatory that we have 1 adult chaperone for every 5 children on the guided tour, in addition to their birthday host.
- Additional food and beverages can be purchased for adult guests.
- We reserve the right to discontinue any tour if the group is disruptive or if the group does not follow the birthday host's rules.
- Mermaid performances cannot be scheduled as additions to guided tours. Guests that have paid for their admissions are welcome to go back into the exhibit to watch the performances after the party ends. Admission wristbands will not be given out before the scheduled start of your party's exhibit tour.
- Birthday parent/guardian will receive one complimentary parking validation.
- Certain food items (due to allergies or special needs) are permitted to be brought in with prior consent from the birthday coordinator.
- Clients are not permitted to bring unauthorized animals on property including decorative fish. All fish and vessels must be supplied by Downtown Aquarium. Sparkler candles, piñatas, confetti, linens, banners, easels, outside entertainment, and outside food or beverages are prohibited in the Sharkey's Fun Zone.
- Presents are not allowed to be opened during party. Gifts can be stored by the designated party hosts. However, we are not responsible for any lost or stolen gifts during the duration of the party.

## Term and Conditions:

Your reservation is not confirmed until all forms have been signed and submitted and you have received a confirmation email from the birthday coordinator. All cancellations for regular Birthday Parties (excluding Toddler Package) must be received at least 14 days prior to your reservation date; otherwise you will be charged a late cancellation fee of \$150. All cancellations for Toddler Package Parties must be received at least 14 days prior to your reservation date; otherwise you will be charged a late cancellation fee of \$50. Cancellations or no-shows to any party package on the day of the party will incur a 100% cancellation charge to your credit card.

**All charges are subject to a 5% Banquet Fee** payable to the restaurant for administrative costs to host your event. As is customary in the restaurant industry, the service staff attending to your party are tipped employees and anticipate receiving a gratuity which will be shared among the service staff. *Client understands that gratuity is NOT included in the contract price or in the Banquet Fee.* In order to assist you with the best possible total cost estimation, and for your convenience, we will show a suggested gratuity of 15%. **Unless we are told to the contrary, we will include the suggested gratuity on the final bill.** Should you wish to change the suggested gratuity at the time of the event, please inform a manager when you are presented the final bill.

## Walk the Plank and Swim with the Mermaids packages:

Walk the Plank (WTP) and Swim with the Mermaids (SWM) birthday packages can be confirmed with as little as 2 children swimming. Children must be 6 years of age or older at the time of the party in order to swim with the fish/mermaids. If the swimmers appear to be under 6 years of age they can be denied access to the tank and no refund will be issued. For safety reasons we are limited as to the number of kids we can take into the tank. Adding additional swimmers after initial confirmation will be allowed only if space is available through the dive program. A signed waiver is required for each swimmer at check-in time. Swimmers without signed waivers will NOT be allowed to go in the tank and no refund will be given.

A reservation for EACH snorkeling child must be made through the birthday coordinator. If you arrive for your snorkel time with more children than you have made reservations for the extra unreserved children will not be accommodated.

Cancellation policy for WTP/SWM is 14 days prior to the party date. 50% of the WTP/SWM price will be charged to your credit card for cancelling off any child or swimmer from time of booking to 1 day prior to your party for any reason, including change of mind or "cold feet". Substituting one swimmer for another is allowed but must be done through the Birthday Party Coordinator. No shows, "cold feet" or cancellations on the day of your party will be charged full price to your credit card as space has been held for you that could have been filled by other programs.



## Credit Card Authorization Form

DO NOT EMAIL OR FAX THIS FORM WITH THE CREDIT CARD NUMBER INCLUDED. If you are not using our encrypted credit card submission and electronic signature process, please notify your restaurant sales coordinator and you will be contacted by phone to obtain your credit card number. You will still be required to submit this signed form without credit card information.

American Express	Visa	Master Card	Discover
Name on Card (please print) _____			
Authorized Signature of Cardholder _____			

*I hereby authorize the use of my credit card by Downtown Aquarium to hold my birthday party in the Sharkey's Fun Zone as a reservation and agree to all birthday party guidelines, terms and conditions.*

Signature of card holder: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please fax or email registration packet to the Birthday Coordinator to reserve your birthday party.**