



Birthday Department
P: 303.561.4489 (direct line)
aqdybirthdays@ldry.com

Birthday Party

Reservation Request Form

*It is MANDATORY to sign this form and Initial each page
*once birthday party is confirmed this document becomes a signed contract**

Contact Information:

Requested Party Date: ____/____/____

Requested Party Time: ____:_____

Birthday Child's Name: _____

Pronouns: ____ / ____ **Age:** _____

Parent/Guardian Name: _____

Address: _____ **Phone #1:** _____

City: _____ **State:** _____ **Zip:** _____ **Phone #2:** _____

Email: _____

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

Mermaid Package \$450.00* for 8 children

**Before Taxes and Fees*

(\$35*/additional child) Only available at 11:00am, 12:30pm, & 2:00pm

- Specialty Guided Exhibit Tour with Birthday Host
- Sharkey's Fun Zone reserved for 60 minutes
- Kid's Exhibit Admission
- Kid's meal and beverage
- Specialty cake (no substitutions or price adjustments if declined)
- Private Mermaid Meet and Greet
- All Balloons, Tablecloths, Plates and Utensils Provided
- Goodie box for each child
- Stingray feeding
- 2 Adult Admissions included*

Pirate Package \$450.00* for 8 children

**Before Taxes and Fees*

(\$35*/additional child) Available at 11:00am, 12:30pm, 2:00pm & 3:30pm

- Specialty Guided Exhibit Tour with Birthday Host
- Sharkey's Fun Zone reserved for 60 minutes
- Kid's Exhibit Admission
- Kid's meal and beverage
- Specialty cake (no substitutions or price adjustments if declined)
- Private Animal Appearance
- All Balloons, Tablecloths, Plates and Utensils Provided
- Goodie box for each child
- Stingray feeding
- 2 Adult Admissions included*

Toddler Package \$350.00* for 10 children

(\$30.00*/additional child) Only available at 10:00am

*****Only available for Birthday Children ages 1 – 4*****

- Sharkey's Fun Zone reserved for 2 hours
- Kid's meal and beverage
- All Balloons, Tablecloths, Plates and Utensils Provided
- Mylar balloon bundle & themed table cloths
- Toddler Goodie Box with Plush for each child
- Admission for the Birthday Child and Parents(1 Child, 2 Adult)*
- Coloring Crafts

Adult Admission and Food is Additional – Please Refer to Page 3

Choice of Cake: Vanilla Chocolate Strawberry Marble Confetti

The cake included with the package is intended to feed 20 guests, to upgrade the cake please speak with your coordinator (Gluten free cake options available please speak with your Coordinator*)

Choice of Party Theme: Shark Mermaid Fish Sea Turtle Pirate Custom:

(Custom Themes Are Available Upon Request for an Additional Cost of \$150.00 with 2 Weeks Notice)

Add Vanilla Ice Cream (\$1.00/ea.) Yes No - Quantity: _____

Add a Pitcher of Your Choice of Drink (\$7.00/each) Yes No Quantity: _____

***Does not include alcoholic beverages* Please Choose from the Following by Circling:**

- Sprite
- Coke
- Diet Coke
- Fanta
- Dr. Pepper
- Iced Tea of the Day
- Lemonade

Choice of Kid's Meals: (Allergy Accommodations Can Be Made If Necessary, Including Celiac Allergies)

- Chicken Tenders with Fries
- Mini Cheeseburgers with Fries
- Mac and Cheese with Fries
- Cheese Pizza with Fries

Please note this is an individual pizza for each child

Applesauce Cups (\$0.50)

Choice of Drink: Lemonade Water Capri Sun (\$0.50)

(Please list any food Allergies that we will need to know): _____

Choice of Animal: _____ **Backup Choice:** _____

Only for Pirate Package. Can be added to any package for \$150.00.

*See Animal Guidelines in Terms & Conditions

Animals available to choose from:

Tortoises, Armadillos, Blue and Gold Macaw, Snakes, or Reptiles

Sting Ray Feeding

Only for Mermaid & Pirate Packages. Extras can be added on for \$4/ tray

Talk to your coordinator for alternative options.

Additional Notes or Requests:

Birthday Packages		QTY	PRICE	TOTAL
<u>Mermaid Package</u> - 8 children minimum			\$450.00	
<u>Mermaid Package</u> - Additional child			\$35.00	
<u>Pirate Package</u> - 8 children minimum			\$450.00	
<u>Pirate Package</u> - Additional child			\$35.00	
<u>Toddler Package</u> - 10 children minimum			\$350.00	
<u>Toddler Package</u> - Additional child			\$30.00	
Adult Appetizers-(Most serve 3-4 people)		QTY	PRICE	TOTAL
<u>Castaway Combo</u> Chicken quesadillas, shrimp & crab dip, fried gator, cheese curds, tortilla chips			\$22.99	
<u>Chicken Quesadillas</u>			\$11.99	
<u>White Cheddar Cheese Curds</u> Parmesan-Panko breaded onions, shishito peppers			\$12.99	
<u>Shrimp & Crab Dip</u> Crabmeat, shrimp, poblano peppers, tomatoes, pepper jack cheese, tortilla chips			\$18.99	
<u>Fried Onion Stack</u> Parmesan-Panko breaded onions, breaded jalapeños, pickles, jalapeño ranch dressing			\$12.29	
<u>Fried Calamari</u>			\$17.99	
<u>Fruit Platter</u> (3 Days Notice Required – Serves Up to 30 People)			\$50.00	
<u>Veggie Platter</u> (3 Days Notice Required– Serves Up to 30 People)			\$50.00	
Additional Options		QTY	PRICE	TOTAL
<u>Upgraded Souvenir Goodie Backpacks</u>			\$10/each	
<u>Adult Admission</u> – Ages 13+			\$15.50	
<u>Child Admission</u> – For Toddler Package			\$10.50	
<u>Custom Underwater Birthday Dive Sign</u> (2 weeks advance notice required)			\$150.00	
<u>Diver Delivery For Custom Underwater Birthday Sign</u> (Dive Sign Purchase Required)			\$250.00	
<u>Custom Theme</u> (2 weeks advance notice required)			\$150.00	
<u>Sparkle Linen Upgrade</u>			\$15.00	
<u>Aqua Lamoure Linen Upgrade</u>			\$10.00	
<u>Custom Cake Table Chalk Sign</u>			\$5.00	
<u>Upgraded Cake for MORE THAN 20 guests</u>			Ask for Price	
<u>Capri Sun</u>			\$0.50	
<u>Apple Sauce</u>			\$0.50	
<u>Vanilla Ice Cream</u>			\$1.00	
<u>Pitcher of Your Choice of Fountain Drink</u>			\$7.00	
<u>Coffee Carafe</u>			\$35.00	
<u>Additional Balloon Bundles</u> (Pirate/Mermaid/Toddler Packages all come with 3 balloon bundles)			\$12.99	
<u>Additional Animal Appearance</u>			\$150.00	
<u>Additional Mermaid Visit</u>			\$150.00	
<u>Additional Sting Ray Feeding</u> (Already included for children in the Mermaid and Pirate packages)			\$4.00	
<u>Parking for Guests</u>			\$60.00	
<u>Bar Packages for Adult Guests</u>			Ask for pricing	
				Subtotal
				Banquet Fee approximately 6%
				Sales Tax 8.13%
				Gratuity 19%

If you would like an Estimate for your party's final bill, please contact your Birthday Coordinator. Estimates cannot be sent until this is fully completed and confirmed. Please use the pricing guide above to assist and guide you

Term and Conditions: *Subject to Change*

Reservations: Birthday parties are first come, first serve. **We prefer that** Birthday Parties are booked up to **1 week in advance** (providing that space is still available). However, if you are within a time frame of at least 3 days prior to your desired party date, we are happy to try to find you an available party time. To reserve your party, please fill out our Reservation Request Form, *completely (initialed, signed and dated)*, and email it to aqdbirthdays@ldry.com. A **fully completed and signed** Reservation Request Form is a legally binding contract. A fully completed Reservation Request Form is **required** to hold your party timeslot. After that, you will receive a confirmation email confirming your reservation and charged a deposit of \$150.00 to hold towards your final event price.

Behavior: We expect all guests to behave in a family-friendly manner. Line jumping, profanity, and physically or verbally abusive behavior is not tolerated and is cause for ejection from the Downtown Aquarium Denver without refund. Transferring wristbands is a violation of Downtown Aquarium policies and is strictly prohibited. You will be asked to sign a behavior contract upon arrival on behalf of your group.



Arriving: Birthday Parties begin and end outside of the Nautilus Ballroom by the staircase. Look for the sign pictured to the left. Meet your birthday host by this sign 15 minutes prior to your scheduled party time. Due to time constraints, we will start your party at the scheduled time regardless of when your guests arrive. *We do not extend party times due to late starts.*

Gifts/Presents: **We DO NOT handle birthday presents of any sort, please alert your guests of this.** **Opening gifts on property is NOT permitted.** We would love to make your experience here the best it can possibly be. This includes insurance for your gifts. The Downtown Denver Aquarium will NOT be storing, handling, or taking any gifts brought to birthday parties. To make things easier on you we ask that gifts are not brought to any birthday party on the Downtown Denver Aquarium's property. However, we do understand that life happens and will happily provide you a cart to safely store your gifts in your locked car before your birthday, but please be mindful of the timing of your party. **Landry's and the Downtown Aquarium will not be held responsible for any lost, forgotten, stolen or damaged items.** If this is a concern to your group, please ask your guests to present gifts directly to you at the conclusion of the party.

Parking: You will receive one free parking validation per party. Parents dropping their children off may take advantage of our 15 minute loading zone located in front of the Nautilus Ballroom entrance. Any guest who wishes to park in the lot will be charged an \$8 parking fee upon arrival. Please speak with your coordinator if you would like to purchase parking for your guests.

Exhibits: **Mermaid and Pirate** party packages will start with an hour and a half long guided tour through the exhibits by a birthday host. Your tour takes place prior to your party's dining time. **Party packages come with two free adult admissions and one free additional adult admission for every additional 5 children for the Mermaid and Pirate Packages. It is MANDATORY that we have 1 adult chaperone for every 5 children on the guided tour in addition to their Birthday Host.** Because Toddler package parties do not include a tour or exhibit admission, this will be an additional charge on the party bill for \$15.50 per adult

and \$10.50 per child. For the Toddler Package any admission purchase is to be used after the party time. **Mermaid and Pirate parties take the guided exhibit tour FIRST, then dining time, play time and cake celebrations in Sharkey's Fun Zone. Any adults who wish to go on the guided tour must have an admission wristband to enter, the party contact will be responsible for the bill if this is added onto the party check. Any adults attending the tour portion of the party will be automatically added to the party check if they do not purchase admission prior to entering the exhibits. This can be added on page 3.**

Adults in The Party: **Any additional adults who wish to go on the tour will require an exhibit admission.** We offer a discounted rate of \$15.50 for any adults included on the Party Package Check. If you wish for your additional adult guests to purchase their own admission they will need to do so before the party at the box office for the regular price, on advanced notice. They will need to make reservations for your party time, check-in at the box office and meet back next to the staircase by the Nautilus Ballroom at the designated time to join the exhibit tour experience. If some adults do not wish to join the birthday exhibit experience, please instruct them to meet in Sharkey's Fun Zone an hour and a half after the party has started, or they are welcome to wait in the Dive Lounge if the number of adults is no more than 4. Adult food is not included in the birthday package. Appetizers for the adults can be selected on the Reservation Request Form to be shared amongst guests. Soda pitchers for the adults can be purchases for \$7 each. **Any orders taken during the party will be included on the party package check. We DO NOT offer separate checks. For more adult-oriented celebrations please contact the Event Sales Manager (303)-561-4530 to discuss options.**

Initial: _____

Cake: Birthday cake is the one and only food item that you may bring in from the outside due to our food and beverage license. There is no discount for not using the cake provided with the package. Please notify the Birthday Coordinator if you wish to bring your own cake. Our Birthday Cakes are beautifully made by Mulberries Cake Shop in Brighton. We also have Gluten-Free cake options available please reach out to your coordinator for cost; we accept special design requests for birthday cakes, just ask your Birthday Coordinator.

Decorations: We do provide all plates, napkin, utensils, candles and tablecloths. The room does not need extra decorations but if you decide to bring in your own you may do so with prior clearance from the Birthday Coordinator. *We do not allow piñatas, confetti, glitter, or decorations that have to be hung on the wall.*

Animal Guidelines: Please also be aware that we do not force animals to visit a group if it chooses not to, which is why it is important that you provide a second choice animal and know that no animal is ever guaranteed. Please confirm availability and age restrictions with your birthday coordinator before assuming the animal is booked for your birthday party. We will hold the food until the animal appearance has ended.

Payment: The Birthday Party Parent/Host will be given **ONE** bill for the entire party. There are **NO SEPARATE CHECKS**. **All Credit/Debit Card information we take for the \$150 deposit will be charged on the Friday one week before the party. A valid form of payment is needed on the day of for the party total. We do not use the card on file for the Final Total of the party.** We accept cash or credit for payment and do not accept any form of checks as a payment. All charges are subject to a **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 included in the contract price.* We will show an **included gratuity of 19%, unless we are told to the contrary, we will include the suggested gratuity on the final bill. This can be adjusted between 18%-25%, 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.**

Birthday Party Requirements: Birthday packages require a minimum of 8 children and 1 free adult per 5 children. We can still confirm a Birthday Party with less than the minimum children attending, providing that you agree to the Birthday Party Package price. **Birthday Party Packages (not including Sweet Teen) are for children 1-12 years old. Children who are two and under pay the birthday package price if they are partaking in either the children's meal, drink, goodie boxes, or the birthday cake. The birthday child and any siblings must also be included in the birthday party package price. Adults cannot be priced at the birthday party package price.**

Rescheduling Policy: *All requests to reschedule your Birthday Party, must be received by the birthday coordinator at least 5 days prior to your reservation date; otherwise you will forfeit your \$150.00 deposit.*

Cancellation Policy: *All cancellations for Birthday Parties must be received at least 14 days prior to your reservation date; otherwise you will forfeit your \$150.00 deposit. Cancellations 3 days prior or no-shows to any party package on the day of the party will incur a 100% cancellation charge to your credit card on file. Failure to do so will require legal action.*

Please Initial EACH page of the Reservation Request Form Terms and Conditions to assure understanding. Thank you.

Initial: _____



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. **This card will be used for the \$150 deposit ONLY.** 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 charge a \$150.00 deposit and to hold my birthday party in the Sharkey's Fun Zone as a reservation. I understand my card will not be charged until the week before my scheduled party.

By signing, I agree to all birthday party guidelines, terms and conditions.

Signature of card holder: _____ Date _____ / _____ / _____

Please scan or email registration packet to aqdvholidays@ldry.com to reserve your birthday party.