



Birthday Department  
P: 303.561.4489 (direct line)  
[aqdvbirthdays@ldrv.com](mailto:aqdvbirthdays@ldrv.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\*

\*\*\*THIS IS A CONTRACT – PLEASE READ THIS ENTIRE FORM BEFORE SIGNING IT!!!\*\*\*

### Contact Information:

Requested Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Requested Time: 11AM or 2PM - Surcharge of \$15.00 per person for a requested date not on a Saturday and/or these times

Birthday Child's Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Age: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #1: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #2: \_\_\_\_\_

Email: \_\_\_\_\_ Fax#: \_\_\_\_\_

Number of Children \_\_\_\_\_ Number of Adults \_\_\_\_\_ Total number in Party \_\_\_\_\_

### High Tide Sweet Teen Package - \$85.00/person

- 1.5 hours reserved Water Room for dining
- Two-Tiered Specialty Birthday Cake
- 1 Mylar Balloon Bundle
- Non-alcoholic beverages
- One entrée per guest
- Sparkling cider toast
- 1 Castaway Combo appetizer per 5 guests
- Exhibit Admission
- Stingray Feeding
- One parking validation
- Ages 13+

\*\*\*Please complete all the following areas. Your party will not be confirmed until all areas are filled out & your form is signed. \*\*

**Choice of Cake Flavor:** ☐ Chocolate ☐ Vanilla ☐ Marble ☐ Strawberry ☐ Red Velvet

**Choice of Filling:** ☐ Chocolate Pudding ☐ German Chocolate ☐ Raspberry ☐ Strawberry ☐ Lemon  
☐ Cherry

**Choice of Icing:** ☐ Vanilla Buttercream ☐ Chocolate Buttercream ☐ Cream Cheese

**Choice of Mylar Balloon:** ☐ Shark ☐ Mermaid ☐ Fish ☐ Narwhal ☐ Dolphin ☐ Sea Turtle

*\*Please Speak to your coordinator for other options*

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

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

**\*\*Final Number of Each Meal Must be selected by the Wednesday prior to Your Event\*\***

- \_\_\_\_\_ Chicken Tortilla Wrap w/ Kettle Chips
- \_\_\_\_\_ Chicken Caesar Salad
- \_\_\_\_\_ Shrimp Caesar Salad
- \_\_\_\_\_ Cheeseburger w/ Fries
- \_\_\_\_\_ Chicken Fettuccini Alfredo w/ Garlic Toast
- \_\_\_\_\_ Shrimp Scampi
- \_\_\_\_\_ Fish Tacos
- \_\_\_\_\_ Shrimp Tacos

**Please list any food Allergies that we will need to know:** \_\_\_\_\_

**Additional Notes or Requests:**

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**Pricing: Package Price Does Not Included Taxes, Service Charge, or Gratuity**

Birthday Packages		QTY	PRICE	TOTAL
<b>Sweet Teen Package</b> - 10 person minimum		1	\$850.00	
<b>Additional Attendee</b> - 20 person maximum			\$85.00	
<b>Surcharge for a Different Day/Time</b> - per person			\$15.00	
Adult Appetizers-(Most serve 3-4 people)		QTY	PRICE	TOTAL
<b>Castaway Combo</b> Chicken Quesadilla, Shrimp & Crab Dip, Fried Gator, Cheese Curds, Tortilla Chips <b>1 Included for Every 5 Guests</b>			\$22.99	
<b>Chicken Quesadillas</b>			\$11.99	
<b>Shrimp &amp; Crab Dip</b>			\$18.99	
<b>Fried Onion Stack</b>			\$12.29	
<b>Calamari</b>			\$17.99	
Additional Options		QTY	PRICE	TOTAL
<b>Souvenir Goodie Backpacks</b>			\$10/each	
<b>Custom Underwater Birthday Sign</b> (2 weeks advance notice required)			\$150.00	
<b>Diver Delivery For Custom Underwater Birthday Sign</b>			\$250.00	
<b>Custom Theme</b> (2 weeks advance notice required)			\$100.00	
<b>Vanilla Ice Cream</b>			\$1.00	
<b>Additional Balloon Bundle</b> – 5 latex balloons			\$12.99	
<b>Additional Mylar Balloon Bundle</b> – 1 Mylar, 4 latex balloons			\$25.00	
<b>Animal Visit</b> – Speak with Birthday Coordinator for availability			\$150.00	
<b>Mermaid Visit</b>			\$150.00	
<b>Additional Sting Ray Feeding</b>			\$4.00	
			<b>Subtotal</b>	
			<b>Banquet Fee 6%</b>	
			<b>Sales Tax</b>	
			<b>Gratuity 19%</b>	

\*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\*

**Initial:** \_\_\_\_\_

## **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 [aqdvbirthdays@ldry.com](mailto:aqdvbirthdays@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 unruly behavior are not tolerated and may be cause for ejection from the Downtown Aquarium Denver **without refund**. Transferring wristbands is a violation of Downtown Aquarium policies and is strictly prohibited.

**Arriving:** Birthday Parties begin and end in the Dive Lounge (conditions may apply). Meet your birthday host at the Dive Lounge, located 2 doors to the left of the box office 20 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.

**Exhibits:** **Sweet Teen** party package will start with an hour and a half long dining experience in the Water Room. The dining experience will end with a sparkling cider toast and cake. Following that, your party will go on a self-guided tour around the aquarium without a birthday host. The exhibit tour will end with a stingray feeding.

**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 hand decorated, in house, by our pastry chef (conditions apply). We have additional options to accommodate food allergies (Gluten, Egg, Soy, Dairy, etc.) available for an additional \$35.00; we accept special 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, hanging decorations, or outside balloons.*

**Animal Guidelines:** When choosing your animal please keep in mind that there is an age group restriction for each animal. For the animal's and your guest's safety, please make sure your guests meet the age requirements for the animal of your choice. Please also be aware that we do not force animals to visit a group, if it chooses not to, this 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 meet and greet has ended.** Face masks are required for all guests for the entire duration of your animal meet and greet.

**Payment:** The Birthday Party Parent/Host will be given **ONE** bill for the entire party. **There are NO SEPARATE CHECKS.** 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 a **suggested 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:** The Sweet Teen package requires a minimum of 10 people. We can still confirm a Birthday Party with less than the minimum children attending, providing that you agree to the Birthday Party Package price. **The Sweet Teen Birthday Party Package is for children 13 years or older. Children who are two and under pay the birthday package price if they are partaking in either the children's meal, drink or the birthday cake. The birthday child and any siblings must also be included in the birthday party package price.**

**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:** \_\_\_\_\_

\*\*\*Please READ the above CONTRACT before signing in both places below! \*\*\*

I have READ and I understand all portions of this contract, and will abide by the above mentioned guidelines set. I will advise my guests of the rules and guidelines.



## 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 charge a \$150.00 deposit and to hold my birthday party as a reservation. By signing, I agree to all birthday party guidelines, terms and conditions.*

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

**Please scan or email registration packet to [aqdvbirthdays@ldry.com](mailto:aqdvbirthdays@ldry.com) to reserve your birthday party.**