



# AQUARIUM OF BOISE

EDUCATION • INSPIRATION • CONSERVATION

## **After-Hours Facility Rental Guidelines and Fees**

Thank you for considering the Aquarium of Boise as a venue for your special occasion. This guide will help you understand the fees, options and things to consider when planning your event. Do not hesitate to contact us if you have any questions. We look forward to helping to make your event a memorable one!

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## Aquarium of Boise Facility Rental Options

*The following are basic options for your special occasion. Each event can be structured to meet your needs and expectations. Patron, Director and Benefactor Members of the Aquarium of Boise receive a 10% discount on rental of the facility.*

Aquarium Education staff can arrange for customized programs for your group or event. Talk to your Event Coordinator and the Aquarium Education Director for more details.

## Aquarium of Boise "Fine Print" Rental Information

### General Information

**Hours and Availability:** The Aquarium is open daily 10 a.m. to 5 p.m. year-round except for Thanksgiving Day, Christmas Day and New Year's Day. Events may begin following the departure of Aquarium visitors, usually around 5:00 p.m. Access to the Aquarium's kitchen can be provided earlier in the day; however, no tables, decorations or food stations can be moved into public spaces until after 5:00 p.m. Be sure to carefully plan your event itinerary with the Event Coordinator.

- **Aquarium Facility Rental:** *The Aquarium of Boise is a 10,000 sq. foot facility with four gallery spaces. These*

*spaces include the Shark and Ray Exhibit, Shark and Puffer Exhibit, Tidepool Room and Marine Science Academy.*

- Facility Rental \$260/ hr. 3 hrs. max.
- Set up and take down \$62.40/hr.
- Aquarium Staff \$26/hr.
- Aquarium Specialist \$78/hr. (45 min. tours and presentations)

**Exceptions and Restrictions:** Non-Profit, private, and commercial users may rent the designated facilities subject to Aquarium availability and approval. The Aquarium's primary concern is the safety and wellbeing of our guests, as well as the exhibits, animals and their components. To support these concerns and to insure the overall safety and needs of the rental group, the Aquarium reserves the right to move or terminate the location of any event.

#### Payments, Deposits, and Cancellations

**Security Deposit:** A non-refundable security deposit of \$100 must accompany the signed rental contract and signed acknowledgement form, indicating acceptance of the conditions of use. Upon receipt of the security deposit and signed forms, the reservation becomes official and the date will be secured.

**Deposit Refunds:** A full refund of the security deposit will be issued by the Aquarium within 30 calendar days after the event if ALL of the conditions and terms are met as defined by this contract. Security deposits will NOT be refunded under the following circumstances: 1) The rental party cancels the event less than eight (8) weeks prior to the scheduled event, 2) the rental party fails to complete the final payment as prescribed in the contract, or 3) the rental party, their guests, or the caterer

cause damages to the Aquarium facilities, equipment, furnishings or other properties.

**Payment:** Upon receipt of the security deposit and signed forms, the reservation becomes official and the date will be secured. An invoice for the rental fee will be mailed to the rental group's indicated address six (6) weeks prior to the date of the event. Full payment of the rental fee must be received at least fifteen (15) calendar days prior to the contracted rental date and is non-refundable. Failure to meet this payment requirement will result in cancellation of the event and loss of the security deposit. Payments should be made to the Aquarium of Boise, and may be made by personal check, money order, MasterCard or Visa. There is a \$25 service fee on returned checks.

**Cancellation Policy:** A full refund of the initial contract security deposit will be issued if the rental group cancels more than eight weeks (56 calendar days) before the scheduled event. Cancellations made after this time will result in forfeiture of the security deposit. Should the rental group cancel the event after the full payment has been made, the group is not entitled to reimbursement of any kind. If for any reason, the Aquarium is forced to cancel the event due to extreme weather, mechanical system failure, or other unforeseen events, a full refund will be issued to the rental party. However, no other compensation will be provided.

<b><i>Conditions/Terms:</i></b>
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- The rental group is responsible for ensuring that the Aquarium premises are restored to their original condition immediately following the event's conclusion.
- The rental group and associated members (including caterers, musicians, etc.) must adhere to the arrival times,

- set-up policies, closure times and criteria as specified by the original contract.
- The caterer and/or rental group are responsible for all equipment set-up, breakdown, removal of food and beverages, and cleanup within the contracted rental period. The caterer is required to meet with the Event Coordinator at least one week prior to the contracted event. Use of Aquarium-approved caterers is recommended.
  - The rental group is responsible for all rented equipment and goods. The Aquarium assumes no responsibility for any loss.
  - The Aquarium will have one member of its Staff on hand during most evening events. However, to insure the safety of all guests and facilities, the rental group is asked to assist with monitoring guest behavior.
  - The rental group is responsible for having a "greeter" at the front entrance of the Aquarium. The greeter is to welcome the guests, ensure that they are event attendants, and inform them of special instructions. Once the event has commenced, the doors can be locked and the greeter no longer needs to remain at the front. The front doors must remain locked whenever the front is unattended during the event.
  - All aspects of the event including decorations, caterer, music, and special lighting requirements must be pre-approved by the Event Coordinator. Due to the sensitivity of our exhibits, we require that nothing be posted, taped, nailed, screwed or otherwise attached to the tanks, graphics, walls or other parts of the building, furnishings or surroundings. **The lights in all exhibit tanks go out at 10 p.m. The Aquarium Staff and inhabitants thank you in advance for your consideration in these matters.**
  - Alcoholic beverages are limited to beer, wine and champagne only - and are permitted only if approved by the Aquarium

- Director prior to the event. The Aquarium urges the rental group to see that all guests drink responsibly.
- Use of any restricted or illegal substance onsite by or on behalf of the responsible contracted rental party and their guests will result in immediate expulsion from the property, event cancellation without refund, and notification of law enforcement officials in accordance with the laws of the state of Idaho.
  - Smoking is absolutely prohibited in all indoor facilities. There are designated smoking areas outside the Aquarium.
  - Pyrotechnics, firearms, and some open-flame candles are prohibited. Please see the Event Coordinator for more information on the use of candles.
  - Photographers using special lighting fixtures are cautioned to stay clear of Aquarium windows, which are susceptible to heat damage.
  - At its discretion, the Aquarium reserves the right to limit the event time and/or noise level in approved areas. The rental group may not enter or use any rooms or areas deemed closed and off-limits.
  - The organization or individual party or groups responsible for rental of the Aquarium assume all liability during and as a result of the sponsored activity or event. The Aquarium of Boise reserves the right to charge the rental group additional fees as a result of extra security, excessive cleaning or incurred damages. Any and all damages incurred will be the responsibility of the rental group and will be subject to forfeiture of the original security deposit in full and any additional charges deemed necessary to restore the facility and its property to its original condition.



I hereby acknowledge with my signature a full understanding of the conditions and terms of the rental agreement and agree to abide by these conditions and terms.

X \_\_\_\_\_  
Rental Group Contact Signature Date

X \_\_\_\_\_  
Event Coordinator Signature Date

<b><i>Aquarium of Boise Facility Rental Contract</i></b>
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Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Group/Contact Federal ID # or Social Security #: \_\_\_\_\_  
(required only for issuance of refunds paid by check)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Set-up Start Time: _____	Event Start Time: _____
Event Conclusion Time: _____	Clean-up Start Time: _____
Clean-up Conclusion Time: _____	
Total Rental Hours: _____	

Number attending event:  
(Adults) \_\_\_\_\_ (Children) \_\_\_\_\_

Anticipated Rental Fees: \$ \_\_\_\_\_  
Security Deposit: \$ \_\_\_\_\_  
**Total Fees:** \$ \_\_\_\_\_

Brief description of event including selected rental option, services and any special programs, equipment or activities: \_\_\_\_\_

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Please list any outside services (i.e. caterer, musician, equipment rentals) you will be using, including business name, phone number and type of service they will be providing:

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Brief description of menu including beverages (alcoholic and non-alcoholic) to be served, and location of food/beverages:

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**Please send this completed form, signed "Fine Print" form, and security deposit to:**

**Aquarium of Boise  
Attn: Joni Sullivan  
64 N Cole Rd.  
Boise, ID 83704**



Thank you for choosing the Aquarium of Boise for your upcoming event.  
Please contact us if you have questions:

Joni Sullivan  
Aquarium of Boise  
(208) 375-1932