



Private Overnight Adventure Guidelines

Thank for you choosing the Newport Aquarium Overnight Adventure. Please initial next to every term and condition. If any term or condition is left blank, the Newport Aquarium will have the right to decline the reservation.

- i. 25% deposit must be made in order to book any Overnight Adventure. If only the registration form is submitted without payment, the registration form is not valid and will not be booked. _____
- ii. **All waiver forms are due two weeks prior to scheduled visit date.** If all said forms are not returned on time, the reservation will be cancelled without refund. _____
- iii. **Final numbers are due 30 days prior to scheduled visit date.** Numbers cannot decrease. If there are additional campers to your order after the 30 days, this will be left to the discretion of the Overnight Adventure Manager. _____
- iv. All campers must be paid in full 30 days prior to visit date. If they have not, they will be turned away. _____
- v. Any registration form submitted after the 30 day deadline will be subjected to final payment and final numbers at time of registration. _____
- vi. Reservations are on a first come, first serve basis. Receipt of your registration form and payment does not constitute a confirmation. After the Newport Aquarium receives your registration form and deposit, you will receive a confirmation packet verifying the date scheduled, waiver forms, and to acknowledge receipt of payment. _____
- vii. Host shall provide the Newport Aquarium a credit card for file to be charged for any outstanding fees prior to and after event. The Newport Aquarium will call/email client before charges are made. However, If the call/email is not answered, payment will still be processed without the client's confirmation. The Newport Aquarium will also not be held responsible for any bank fees, such as overdraft fees. _____
- viii. Cancellation, refunds and no-show policy: non-refundable 25% deposit is due at time of registration. Newport Aquarium reserves the right to cancel the event at any time. If your event is canceled by the Newport Aquarium, due to weather or closure, you will be notified by phone/email as soon as possible and a full refund will be made within 30 days. No refunds will be issued unless the Newport Aquarium cancels the program. _____
- ix. The Newport Aquarium will not host any luggage prior to event. _____
- x. The Host shall be solely responsible for any damage to the Newport Aquarium, equipment or other property, including animal death, resulting from the Overnight Adventure. _____
- xi. The Newport Aquarium reserves the right to require security officers to be hired for certain types of events. If security is required, arrangements will be made by the Newport Aquarium for the appropriate security and the cost will be passed on to the client. _____
- xii. All children must be over the age of 6 years old. Children under 6 will not be allowed to enter the building. _____
- xiii. No smoking, vape, illegal drugs, any tobacco products or e-cigarettes are allowed in the building. Anyone who is seen smoking/using these items will be removed from the premises immediately without a refund. _____

Date: _____

Signature of client: X _____

Newport Aquarium - Scout Overnight Adventure Program

Contact Information

Group Name: _____ Date: _____
Contact Name: _____
State: _____ Zip code: _____
Home/Work Phone: _____ Cell: _____
Email: _____

Order Information

Must be 6 yrs old to participate in the Overnight Adventure Program

Requested Date : _____

| | |
|--------------------------------|-------|
| Number of Participants: | _____ |
|--------------------------------|-------|

of Children Ages 6-11 years old: _____

of Children Ages 9-17 years old: _____

of Adults 18+ years old: _____

| | | | | |
|---------------------------------|-------|------------------|--------------------------|-----------|
| Total Number of Campers: | _____ | X \$49.99 | Total Amount Due: | \$ |
|---------------------------------|-------|------------------|--------------------------|-----------|

Price does not include 6% Kentucky Sales Tax

Method of Payment

Credit Card – a Sales rep will call you for credit card information

Check/Money Order (*Payable to: Newport Aquarium*)

Please return this form to:

Reservations, 1 Aquarium Way, Newport, KY 41071

Email: lcook@newportaquarium.com or

Fax: (859) 261-3300.

If you have any questions, you can reach our offices at 859-815-1478 or lcook@newportaquarium.com

OFFICE USE ONLY

Sharepoint

Reservation #: _____

Confirmed

Client Code #: _____