



FRIENDS OF THE WAIKIKI AQUARIUM

MEMBERSHIP APPLICATION

MEMBERSHIP TYPE (Please check one): ☐ NEW ☐ RENEWAL ☐ GIFT

<u>1 Year</u>	<u>2 Years</u>	<u>Membership Level</u>
(Please check one)		
<input type="checkbox"/> \$90	<input type="checkbox"/> \$170	Best Value! FAMILY PLUS – two adults and their children under 18 yrs. of age residing in the same household plus FREE admission for two guests per visit when accompanied by member.
<input type="checkbox"/> \$65	<input type="checkbox"/> \$120	FAMILY – two adults and their children under 18 yrs. of age residing in the same household.
<input type="checkbox"/> \$65	<input type="checkbox"/> \$120	GRANDPARENTS – two grandparents and up to six grandchildren under 18 yrs. of age.
<input type="checkbox"/> \$45	<input type="checkbox"/> \$80	INDIVIDUAL – one individual cardholder.
<input type="checkbox"/> \$35	<input type="checkbox"/> \$60	SENIOR – one individual cardholder: 65+ yrs.
<input type="checkbox"/> \$30	<input type="checkbox"/> \$50	PLUS ONE – Member may add to their <i>existing membership</i> an additional member of their household not currently covered by their membership (babysitter/nanny/grandparent).

MEMBER INFORMATION:

Name (on I.D. card): (Dr./Mr./Mrs./Ms.) _____

Name (on I.D. card): (Dr./Mr./Mrs./Ms.) _____ Relationship to member listed above: _____

Name (as you'd like it to appear in publications): (Dr./Mr./Mrs./Ms.) _____ ☐ Do not list.

of Children covered by Membership (for FAMILY, FAMILY PLUS and GRANDPARENTS levels only): _____

Address: _____ City: _____ State: _____ Zip Code: _____

Preferred Phone: _____ Email: _____ (Will not be shared outside of the Waikiki Aquarium)

Additional member name (for PLUS ONE level only): _____

☐ Check here if you would prefer to receive an electronic version of the ***Kilo i'a*** newsletter (and help us go green!).

Preferred address to send to (if other than above Email address): _____

GIFT MEMBERSHIP:

Gift From: (Dr./Mr./Mrs./Ms.) _____

Membership Number (If applicable): _____ Relationship to Gift Recipient: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Preferred Phone: _____ Email: _____ (Will not be shared outside of the Waikiki Aquarium)

Gift Message: _____

Send Membership Packet to: ☐ Recipient ☐ Me

PAYMENT INFORMATION:

Membership Dues \$ _____ ☐ CHECK (payable to "FOWA")

☐ VISA ☐ MC Card Number: _____ Exp. Date: _____

Cardholder Name: _____ Signature: _____

Additional Annual Fund Contribution (via UH Foundation): \$ _____

Your Annual Fund Contribution is 100% tax deductible and does not count toward FOWA membership.

Please mail or fax completed form to:

Waikiki Aquarium ♦ 2777 Kalakaua Ave., Honolulu, HI 96815 ♦ (808) 923-1771(fax) ♦ *ATTN: Finance Department*

FOR INTERNAL USE ONLY: **Receipt #:** _____ **Member ID#:** _____ **Expiration date:** _____
Date: _____ **Circle One:** PG no PG **Promo:** _____ **VS Clerk:** _____

Updated 11/2013



Waikiki Aquarium Facility Rental Application

Function Date: _____

Name: _____ Phone: _____ Type of Function: _____

Address: _____ Event Time: 5:15 PM ~ 10:00 PM

City: _____ State: _____ Zip code: _____ Email: _____

Alternate Contact Name: _____ Phone: _____

*I authorize this person to act as my agent for matters relating to this function.

☐ I have a current Friends of Waikiki Aquarium Membership under the name: _____

☐ I do not have membership and will submit a FOWA Membership Application and Membership Fees.

Facility Rental Fees

Facility Rental Deposit \$ _____ (Please make checks payable to "University of Hawaii")

☐ Visa ☐ MC Name on Card: _____ Card #: _____

Exp. Date: _____ Billing Zip code: _____ Signature: _____

Arrangements

Adults _____ + # Children (under 5 yrs) _____ = Head Count* _____

*Waikiki Aquarium management will determine the number of staff required to be on duty and assess additional staff charges if head count exceeds 200 and/or alcohol service is planned.

Caterer: _____ Alcohol Service*: Y / N (Please Circle) Provided by: _____

*Beer & wine may be served only if prior approval is received.

I, the undersigned, understand the Waikiki Aquarium reserves the right to cancel this facility rental agreement due to circumstances beyond their control. I agree to honor the rules of the Waikiki Aquarium and will ensure that my guests abide by them. I will report to the staff members on duty upon arrival for set-up information and before leaving for facility inspection. I am aware that if I or my guests do not follow the rules and regulations, the Waikiki Aquarium reserves the right to cancel this function.

Signature of renter: _____ Date: _____

*Please mail or fax completed form to: Waikiki Aquarium, 2777 Kalakaua Ave., Honolulu, HI 96815
Fax #: (808) 923-1771 Attn: Events & Membership Department*

Office Use Only

Prepared by: _____

Director's Approval: _____

Site Visit Date/Time: _____

Staff Assigned: _____



Waikiki Aquarium Facility Rental Policy

Please review each entry carefully and initial next to it.

Rental Hours:

_____ Facility rental hours are nightly from **5:15 pm to 10:00 pm**, including set-up and clean-up time.

_____ The renter must check in with the staff on duty before any set-up and guest or vendor entry can occur. Caterers, vendors, and guests will be permitted to enter after the host is present.

Membership Fee:

_____ The Waikīkī Aquarium offers facility rental as a benefit to Friends of the Waikīkī Aquarium (FOWA) members. To rent the facility, individuals must hold a **Family, Family Plus, or Grandparent membership with FOWA.**

Rental Fees:

_____ The \$3,200.00 base rental fee includes 100 guests, four security staff, 18 tables, and 100 chairs. Guest counts exceeding the initial 100 guests will assess a \$200 fee for an additional staff member and additional fee of \$12.00 per guest. There is no charge for children ages four and under.

ADDITIONAL Fees:

_____ Four (4) security staff are included in the \$3,200 rental fee. The primary responsibility of the staff on duty is to prevent damage or injury to the exhibits, grounds, and animals by ensuring all rules and regulations are adhered to. They also assist the renter, monitor alcohol service, control lights, and prevent unauthorized persons from entering the facility during the function.

_____ The security staff does not set up tables and chairs or clean up after the function. **This is the responsibility of the renter.**

_____ A \$200 fee is assessed for each additional security staff required in the following cases:

- One Additional staff member per every hundred guests after initial 100 count.

_____ The renter will be responsible for damages to the lawn area, exhibits, and items rented from the Aquarium or outside vendors.

Entertainment and Decorations:

_____ All entertainment must **end at 9:30 pm**.

_____ Balloons (helium or mylar), glitter, confetti, piñatas, open flames (candles, tiki torches), live fish, and pets (except working dogs) **are Not** allowed on the premises. Sternos are acceptable.

_____ Fundraising, merchandise and product sales, and political functions are **prohibited**.

_____ All special arrangements must be pre-approved by Aquarium management before the scheduled function date. This includes entertainment, children's inflatable bouncers or doing unique activities/entertainment.

Food:

- _____ Cooking is **Not** allowed on the premises. All food must be ready to serve. Kitchen and clean-up facilities are not available.
- _____ Tablecloths (linen or disposable) are **required** for all rented Aquarium tables by the renter.
- _____ Water service in glasses provided by a professional caterer may be allowed with prior approval from the Events Office. However, the glasses must remain on guest tables and can only be set, served, and removed by the catering staff.
- _____ Disposal of oils, sauces, or gravies is prohibited on the Aquarium grounds. Ice must also be disposed of properly, not on the grassy area.

Alcohol:

- _____ The renter is responsible for abiding by all Alcohol Service Policies and Procedures.
- _____ Alcohol consumption is restricted to beer, wine, and spirits only, and must be approved in advance by the University.
- _____ For the safety of the animals and facility, the use of glass bottles and any other glassware is not allowed. Cans and plastic containers are acceptable. Recycle bins will be provided.
- _____ Alcohol must be served at one station along with non-alcoholic beverages and monitored at all times. Guests are not permitted to have coolers with alcohol at their table.
- _____ All alcoholic beverages are to be consumed on the premises. Opened containers of alcohol cannot be taken off the premises.
- _____ The resale of alcohol is not allowed on the Waikiki Aquarium property.
- _____ Alcohol service must **end at 9:30 pm**.

Set-up, Breakdown & Clean Up:

- _____ The renter is responsible for all their event set-up, including the setting up tables and chairs rented from the Aquarium. The renter is also responsible for all clean up, including stacking the Aquarium-rented tables and chairs back onto their carts.
- _____ The renter is responsible for placing Aquarium trash receptacles where needed and for emptying the receptacles throughout the function to prevent trash from overflowing. At the conclusion of the event, all trash must be placed in the dumpster located outside the parking lot at the front of the Aquarium.
- _____ The renter and a member of the Aquarium security staff will make a final inspection of the facility together prior to closing out the function contract. This will take place after caterers, contractors and guests have left the premises.

Exhibits:

- _____ The exhibit gallery will remain open until **9:00 p.m.** Food and drinks are not allowed in the gallery.
- _____ The Gift Shop is closed during evening functions.

Other Information:

- _____ The renter is required to complete a site visit with the Events office staff before the function date. Site visits are conducted by appointment Monday – Friday.
- _____ The Waikiki Aquarium’s Membership and Event Office must receive written notice of cancellation at least 90 days before the scheduled function for the renter to receive a partial deposit refund. A service fee of \$500 will be assessed for cancellations.
- _____ If written notice of cancellation is received less than 90 days prior to the scheduled function, no refund is due to the renter. All other rental and membership fees are non-refundable.
- _____ The Waikiki Aquarium will not be responsible for failure to carry out arrangements due to inclement weather, power failures or conditions beyond our control. In the event of a power/electrical outage, the Waikiki Aquarium will cancel any rental scheduled for the evening if power is not fully restored by 12:00 noon.

Final Payment:

- _____ The balance of the rental fee is due after the final inspection at the conclusion of the function. Fees may be paid by cash, check, Visa, or MasterCard.

The Aquarium reserves the right to cancel any facility rental agreement due to breach of agreement. I understand and agree with the policies set by the Waikiki Aquarium regarding the rental of the facility for my private function.

Signature: _____ Date: _____

The mission of the Waikiki Aquarium is to inspire and promote understanding, appreciation and conservation of Pacific marine life.

Facility rental income helps fund our efforts, and we thank you for your support!



Waikiki Aquarium Facility Rental Agreement

I, _____, shall indemnify, defend and hold the Waikiki Aquarium, University of Hawaii and the State of Hawaii, its officers, agents employees or any person acting on its behalf:

1. from and against any claim or demand for loss, liability or damage, including but not limited to, claims from property damage, personal injury or death, by whomsoever brought, arising from any accident or incident arising out of or connected with the performance of this Agreement and will reimburse the Waikiki Aquarium and the University of Hawaii for all attorney's fees, costs and expenses in connection with the defense of such claims;
2. from and against all claims, suits, damages by whomsoever brought or made by reason of the non-observance or non-performance of any of the terms, covenants and conditions herein or the rules, regulations, ordinances and laws of the federal, state, municipal or county governments.

The Waikiki Aquarium may be undergoing repairs and/or renovations without prior notification. Certain areas may be closed and off limits to the renter and their guests without prior notice.

The Renter is responsible for complete clean-up and return of the property to its original state upon completion of the function. The Waikiki Aquarium reserves the right to impose fines for any damages to the property and facilities or if thorough clean-up is not done.

The renter is responsible for providing credit card information, which will be kept on file. The renter's credit card will be processed and the account will be charged only if damages occur during the rental of the Waikiki Aquarium.

I acknowledge that I have been made aware of the above statements. I agree to pay damages within five (5) working days from the date of notification.

Renter's Name: _____

Facility Rental Date: _____

Name on Credit Card: _____

Credit Card No: _____

☐ VISA ☐ MC Exp. Date: _____

Signature: _____ Date: _____



Waikiki Aquarium Facility Rental Alcohol Service

I understand it is recommended that I carry liability insurance for the purpose of serving alcoholic beverages on Waikiki Aquarium premises for my evening rental. I will furnish a copy of the proof of insurance policy and coverage to the Waikiki Aquarium's Events & Membership Office if insurance is obtained. The Director of the Waikiki Aquarium shall review the request for service of alcohol upon receipt of completed forms. The Director reserves the right to refuse alcohol usage if he deems it appropriate.

____ Yes, I plan to offer alcoholic beverages at this function. I understand I am only allowed to serve alcohol under the conditions clearly stated in the **Alcohol Beverage Service Policy** provided to me by the Waikiki Aquarium. Alcohol service is limited to beer and wine. Sale of any alcoholic beverage is strictly prohibited. I release the University of Hawaii and the Waikiki Aquarium of liability or indemnification relating to the service or consumption of alcohol beverages on the Aquarium premises.

I have obtained liability insurance from:

Insurance Company: _____ Policy # _____

I will provide a copy of the proof of policy to the Development Office for their records.

____ Yes, I plan to offer alcoholic beverages at this function. I understand I am only allowed to serve alcohol under the conditions clearly stated in the **Alcohol Beverage Service Policy** provided to me by the Waikiki Aquarium. I release the University of Hawaii and the Waikiki Aquarium of liability or indemnification relating to the service or consumption of alcohol beverages on the Aquarium premises.

I was advised to obtain liability insurance by the staff of the Waikiki Aquarium, I decline the option at this time.

____ No, alcoholic beverages will not be served or consumed at this function.

I have read and understand the state regulations and general guidelines set forth by the Waikiki Aquarium's Alcohol Beverage Service Policy regarding service and consumption of alcohol. Violations may result in confiscation of alcohol and/or a \$1,000.00 fine.

Name (please print): _____ Event Date: _____

Signature: _____ Date: _____

Director Signature

Date

Approved/Disapproved



Waikiki Aquarium Entertainment Policy

This is a “quiet neighborhood” and all facility renters must keep their entertainment volume levels below the legal noise limits for this area and comply with the laws and general guidelines. Live rock bands of any kind are prohibited.

If the Department of Health or Honolulu Police Department issues a warning to lower the sound level during the function and the renter does not comply, the Waikiki Aquarium reserves the right to shut down all entertainment. Furthermore, any fines imposed by the Department of Health or Honolulu Police Department resulting from excessive noise at functions will be charged to the user at-fault.

All entertainment must conclude at **9:30 pm**. This includes all live entertainment as well as taped music.

(please check one)

_____ Yes, I plan to have entertainment.

Name of entertainers/performing group(s): _____

Type of music/performance: _____

_____ No, I will not have entertainment.

I have read and agree to the above rules and regulations.

Name *(please print)*: _____ Event Date: _____

Signature: _____ Date: _____



Waikiki Aquarium Caterer/Restaurant Policy

Please complete the information below. Please print.

Caterer/Restaurant

Contact Name

Phone Number

Event Date

Please read and initial besides each item below.

_____ No food or drinks are allowed in the carpeted areas.

_____ Service gates will open for load-in after event contact has arrived and checked-in with Waikiki Aquarium staff and at **5:15 p.m.** After initial load-in, the gates may be accessed upon request, however the gates must remain locked during the event.

_____ Cooking is not allowed on the Waikiki Aquarium premises. All food must be ready-to-serve. Kitchen and clean-up facilities are not available. Sternos are allowed.

_____ All gravies, hot oil and other liquids must be disposed off-site and not on the grounds of the Waikiki Aquarium. Ice must be disposed of in a specific location on the Aquarium grounds. Please ask facility staff on duty and they will direct you to proper disposal area.

_____ Ice and non-insulated coolers cannot be placed directly on the grass.

_____ Alcoholic beverage service is limited to beer and wine only upon Director's approval. All rules and regulations must be followed. The staff may stop alcohol service if rules are not followed. Last call must be done at 9:15 p.m. at which time only one drink per person may be dispensed. Alcohol service must conclude at 9:30 p.m. Guests are not allowed to take open containers of alcohol beverages from the Waikiki Aquarium property.

_____ Waikiki Aquarium staff on duty are responsible for providing security for the Aquarium, preventing damages/injury to the exhibits, grounds and animals. They also provide directions, answer questions, control lights, prevent food/drinks from entering the exhibit and carpeted areas of the facility, prevent unauthorized persons from entering the facility during the function and monitor noise levels of the music and inform the renter if any complaints are received.

_____ The catering and restaurant staff as well as the renter is responsible for the disposal of all trash. All trash must be disposed of in the trash bin located outside the Waikiki Aquarium. Recyclable containers may be taken by the caterer/restaurant.

I acknowledge that I have been made aware of and will adhere to the above Caterer/Restaurant policy.

Name (please print): _____ Event Date: _____

Signature: _____ Date: _____

Waikiki aquarium Map & Premises Map

