

MONTEREY BAY AQUARIUM

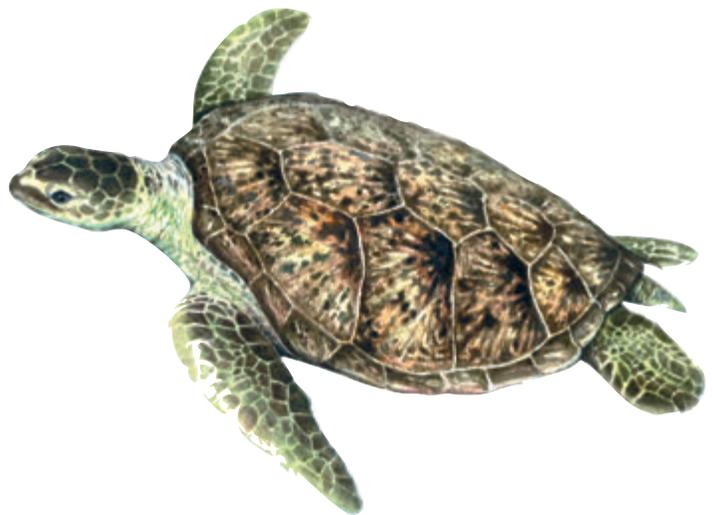
Seashore Sleepover

P L A N N I N G G U I D E



The Monterey Bay Aquarium
is a place of learning, fun
and discovery! Thank you
for choosing to join us
for a Sleepover.

To make sure that all guests have a great experience, please read the following guidelines, complete the required forms and help prepare your party for a safe and successful event.



Before You Arrive

Our Seashore Sleepovers are a great way to enjoy the Aquarium after hours, without the daytime crowds. The events run from **7:00 p.m. to 8:30 a.m.** and offer unique programs and experiences.

Chaperones

- ▶ Sleepovers require one chaperone (≥ 21 years of age) for every four youths (1:4). Guests must be ≥ 5 years of age. Guests ≥ 18 years of age do not require a chaperone.
- Your party will not be admitted to the Sleepover if it arrives with a ratio greater than one-to-four (1:4) and there will be no refund.
- ▶ Each chaperone should have a list of the one to four youths they are responsible for.
- Chaperones are responsible for the behavior and safety of these youths, who **must be accompanied at all times.**

Paperwork

- ▶ Complete these forms and turn in at check-in:
 - Behavior Contract – one per party, attached
 - For parties ≥ 10 , the head chaperone must provide a roster of all participants in their group during check-in (it will be returned after check-in is complete).
 - A sample roster is attached if you prefer to use our version.
 - Please ensure your roster is easy to read.

Refund Information

- ▶ For parties ≥ 10 , we require a 25% deposit upon booking. We must receive full payment or refund requests at least 60 days before your Sleepover event.
- ▶ For parties < 10 , we require full payment upon booking. We must receive refund requests at least five days before your Sleepover event.
- ▶ To inquire about bookings, payments or refunds, please contact our Sales & Reservation Center at (831) 647-6886.

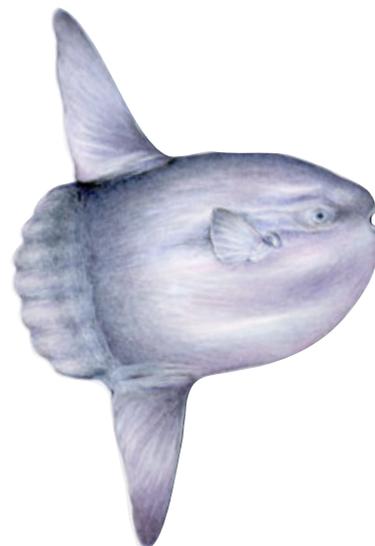
What to bring/avoid bringing

▶ What to bring

- Completed check-in forms.
- Sleeping bag and optional pad or air mattress; Aquarium floors are hard.
- Mattresses or pads should measure no larger than 39 x 75 x 19 inches (twin) per guest, unless shared with family or friends, to ensure plenty of space for all guests.
- Pillow.
- Pajamas (family-appropriate please) and comfortable shoes or hard-soled slippers. **Footwear must be worn** when walking around the Aquarium.
- Toothbrush, toothpaste and personal care items. Shower facilities are not available.
- Reusable water bottle.
- Camera (please turn off flash).
- Earplugs, if you are a light sleeper.

▶ What to avoid bringing

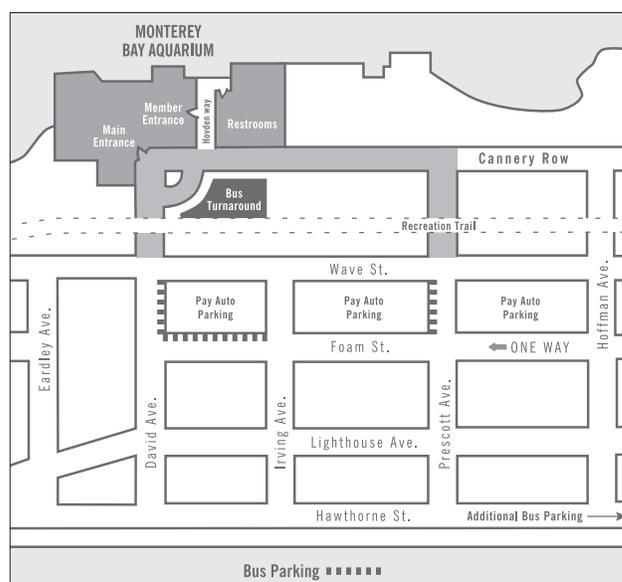
- Food, drinks or gum.
- Tents.
- Radios, music/MP3 players, iPads/tablet, computers or electronic toys.
- Strollers.
- Party-favors or balloons.
- ▶ Cots are a tripping hazard in the dark, so must be flat against a wall.
- ▶ **The Aquarium is a flash-free facility.** Camera flashes and flashlights may harm our animals.



MONTEREY BAY AQUARIUM

Parking

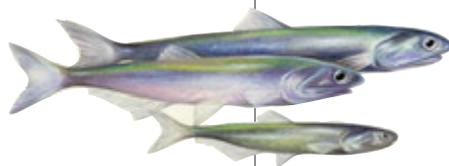
- ▶ You may drop off passengers in the pull-out directly in front of the Aquarium or across the street in the bus turnaround. Parking enforcement may cite cars blocking traffic or double-parked.
- ▶ Our Sleepover event runs from 7:00 p.m. to 8:30 a.m. **Please park in a location that will not require you to move your vehicle during the Sleepover event.**
 - Most street parking near the Aquarium is metered. Meters charge until 8:00 p.m. and begin again at 9:00 a.m.
 - Unmetered parking may be available south of the Aquarium on Ocean View Blvd. Please comply with posted parking signs.
 - There is also overnight parking:
 - The parking lot at Foam and Irving charges until 8:00 p.m. and again at 9:00 a.m.
 - The parking garage at Foam and Hoffman charges until 8:00 p.m. and again at 6:00 a.m.



- ▶ The Aquarium does not validate parking.
- ▶ You will find bus parking on Foam, David and Prescott.
- ▶ Contact Monterey Parking Division for more details at (831) 646-3953.

Arrival and Check-In

- ▶ **Your entire party must be present to efficiently complete the check-in process.**
- ▶ Check-in takes place at the Main Entrance (subject to change) from **7:00 p.m to 8:00 p.m.**
- ▶ Bring all overnight gear and these completed forms to check-in:
 - Behavior Contract—one per party, attached.
 - For parties ≥ 10 , the head chaperone must provide a roster of all participants in their party during check-in (it will be returned after check-in is complete).
 - A sample roster is attached if you prefer to use our version.
 - Please ensure your roster is easy to read.
- ▶ You will receive a wristband, Sleepover Program Guide and Aquarium map.
 - Your wristband will act as re-admission into the Aquarium for the following day (e.g. if the Sleepover begins Saturday night, admission will be for Sunday).
- ▶ After check-in, you will be directed to stow your overnight gear until it is time to setup sleeping areas at approximately 9:45 p.m.
 - Security may conduct bag checks at the entrance to the event.
- ▶ Security will lock all outside doors once check-in is complete to keep our guests and staff safe.
- ▶ Late arrival is difficult to accommodate.
 - If you are unexpectedly delayed and arrive after check-in, contact our Security Office at (831) 648-4840.



Food

- ▶ We provide a light evening snack and breakfast during the Sleepover (gluten-, nut- and dairy-free options available on request).
- ▶ Outside food and drink are prohibited in the Aquarium.
- ▶ We encourage guests to bring reusable water bottles to refill at water stations throughout the Aquarium.

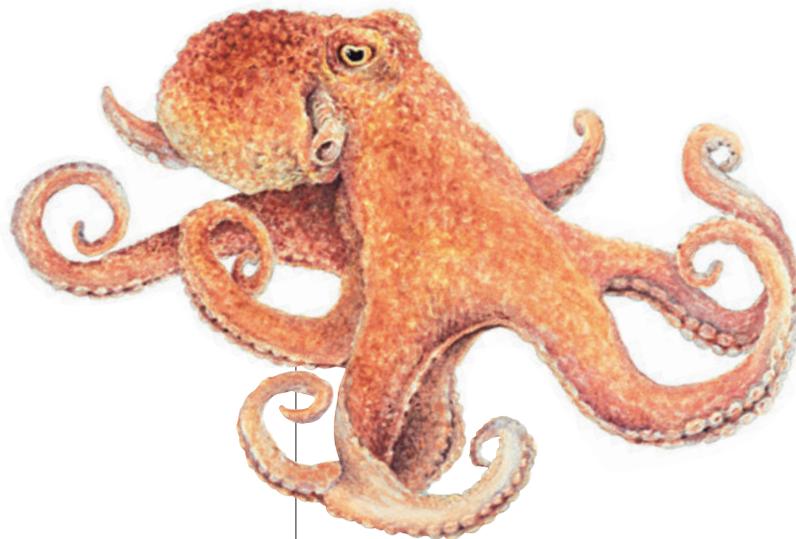
- ▶ **Menu** (v = vegan, gf = gluten free)

Sleepover evening **snack** varies, but will always include:

- Fruit (v, gf)
- Milk and water

Sleepover morning **breakfast** (7:00 a.m. to 8:00 a.m.) varies but will always include:

- Fruit (v, gf)
- Assorted cereals
- Oatmeal (v, gf)
- Juices, coffee, tea and milk

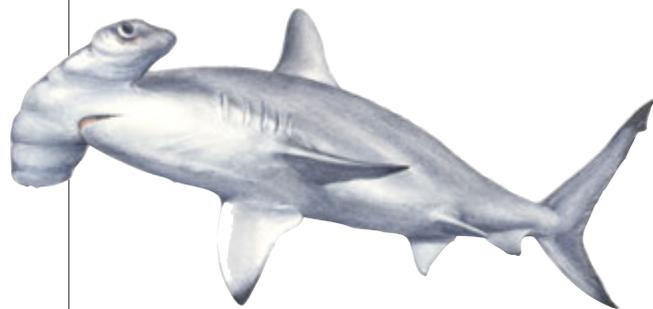


Evening Activities

- ▶ We will offer a variety of activities throughout the evening for our Sleepover guests. They are free to choose the activities they wish to participate in, or use the evening to explore the Aquarium.
 - **The only mandatory activity is the orientation**, which will provide more information about the Sleepover. At check-in, we will assign a time and place for your party's orientation.
 - ▶ Access to overnight gear is available at approximately 9:45 p.m. We are unable to accommodate earlier requests, as overnight gear in exhibits would limit other guests' access to those spaces.
 - Sleepovers may have between 100 and 500 guests, and there are a pre-set number of sleeping spaces in each available sleeping area. **Sleeping areas will be assigned** based on the number of participants and types of parties attending.
 - ▶ Note that our **Sleepovers are public and coed events**. If your group requires specific sleeping arrangements, please contact the Sales & Reservation Center two weeks in advance at (831) 647-6886. We will do our best to accommodate your needs.
- In the interest of fairness and safety for all our guests, please do not send members of your party ahead to reserve spaces; we will ask those who do so to leave the area and wait for the rest of their group.
 - ▶ Lights begin to go out at 10:30 p.m. depending on the exhibit. All exhibit lights are out by 11:00 p.m. Final bedtime for ALL guests is 12:00 a.m. (midnight).
 - ▶ Exhibit areas vary overnight in terms of light levels, sleeping space and ambient noise. For the safety of our animals some exhibit windows may be blocked (either with a curtain, black screens or bubble screens) or closed during portions of the evening or the entire event. Guests are prohibited from moving curtains, screens or other exhibit-blocking devices to view animals.
 - ▶ **Electrical outlets** are scattered throughout sleeping areas, but we are unable to guarantee their availability. Preference for outlets will be granted to those with medical concerns (such as for the use of a CPAP).

Morning Activities

- ▶ Wake up is at 7:00 a.m. Guests must pack up their gear and stow it in assigned areas (designated at orientation) before going to breakfast by 7:45 a.m.
 - ▶ We will offer a variety of activities in the morning, including a naturalist on the back deck to assist with wildlife watching (weather dependent).
 - ▶ The **Gift & Bookstore** will be open in the morning for those who wish to make any purchases.
- ▶ **Departure is between 7:45 a.m. and 8:30 a.m.** All guests must vacate the Aquarium with their gear by 8:30 a.m. even if they plan to visit the Aquarium after the Sleepover.
 - Sleepovers include admission to the Aquarium the day following the Sleepover (e.g. if the Sleepover begins Saturday night, admission will be for Sunday). Your Sleepover wristband will grant you re-admission at Will Call in the Main Entrance.



Safety

- ▶ Youths (5-17 years old) must be chaperoned by an adult (≥ 21 years old) at all times.
- ▶ Wear shoes or slippers while walking around during the Sleepover.
- ▶ No weapons or drug use of any kind are allowed on Aquarium property.
- ▶ Our Security officers are certified in First Aid/CPR and on-site throughout the Sleepover. Reach out to staff or the Information Desk for minor care. **In case of an emergency**, reach our Security staff at (831) 648-4840.
- ▶ Security will lock all outside doors once check-in is complete. **Leaving the Sleepover is highly discouraged.** If you need to leave for an emergency, please notify the Information Desk first.
- ▶ In case of an evacuation, all guests will meet across the street at the bus turn-around. Willing adult guests may be asked to assist staff.
- ▶ Smoking (including electronic) is prohibited by all persons anywhere on Aquarium property.
- ▶ Cell phones should be put in silent mode.
- ▶ The Aquarium is not responsible for lost, damaged or stolen items. Lost and Found is located at the Information Desk.
- ▶ We do not allow pets.
- ▶ Failure to adhere to these policies may result in expulsion from the event without a refund.

Behavior Contract (One per Party)

Please review the following Behavior Contract with your entire party. Sign at the bottom to indicate that you agree to enforce these behaviors.

Bring the signed copy with you at check-in to the Aquarium Sleepover event.

The Monterey Bay Aquarium is a place of learning, fun and discovery! To ensure that all guests have a safe and successful time at the Aquarium, it is important to abide by these behavior expectations:

- 1. Stay with your group.** Youths (5-17 years old) must stay with an adult chaperone (≥ 21 years old) at all times.
- 2. Be courteous and respectful of other guests and staff, walking slowly and talking quietly through the Aquarium.**
- 3. Be respectful of the Aquarium building and exhibits.** Please use books or clipboards as writing surfaces instead of writing on walls or exhibit labels. Do not climb on exhibits or railings.
- 4. Help care for the animals.** When permitted, touch animals gently. Please avoid tapping on windows. Do not feed birds on outside decks.
- 5. Food, drinks and gum are not permitted, except for water.** Consume all served food in the designated snack and breakfast areas. Do not take snacks into the exhibit areas.
- 6. Be respectful of our Aquarium neighbors.** If groups are permitted to visit merchants on Cannery Row before or after the Sleepover, please make sure they are accompanied by an adult and demonstrate appropriate behavior.
- 7. You must pick up overnight gear before securing a sleeping space.** In the interest of fairness and safety for all our guests, please do not send individuals ahead to reserve spaces; we will ask individuals who do so to leave the area and wait for the rest of their group.
- 8. Remain in the Aquarium during the Sleepover.** Please park in a location that will not require you to move your vehicle during the event. Security will lock all outside doors once check-in is complete. Leaving the Sleepover is highly discouraged. If you need to leave for an emergency, please notify the Information Desk first.

I have shared the behavior expectations with my party and accept responsibility for their conduct in the Monterey Bay Aquarium. I understand that my party will be asked to leave, without refund, if they exhibit disruptive behavior to which a reasonable person would consider as being likely to substantially interfere with the Sleepover event, or hinder or prevent staff members from carrying out their professional duties.

Group/Family _____ Signature _____

Print Name _____ Date _____

Roster and Emergency Contact Form

For parties ≥ 10 , please provide a roster of all participants in your group at check-in. You may bring your own or use the sample form below.

- Date of Sleepover: _____
- Group or Organization: _____
- Indicate the name, age class (adult ≥ 18 or child) and pertinent medical information (allergies, special needs, sleep walking, etc.) for each member of your party attending the Sleepover.
- If there are more guests in your party than fit on this form, you may photocopy this page as needed.

Name (first and last)	Adult or Child	Medical information or special needs
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