

M O N T E R E Y B A Y A Q U A R I U M

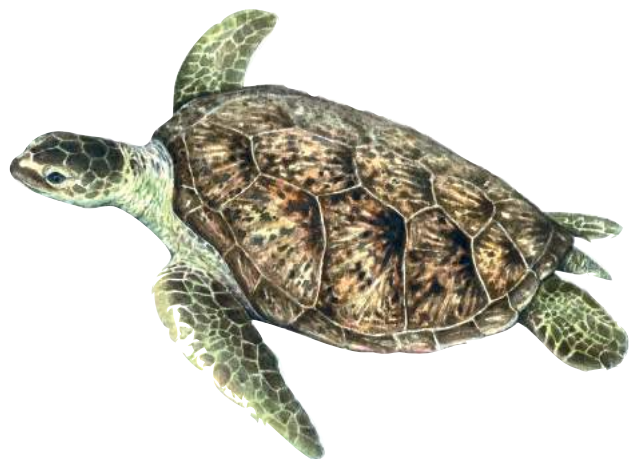
New Year's Eve Sleepovers

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 New Year's Eve Sleepover is a great way to start the adventure of another year! The event runs from **7:00 p.m. to 8:30 a.m.** and offers unique programs, a pajama dance party and a sparkling cider toast to countdown to the New Year!

Chaperones

- ▶ The Sleepover requires 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 group 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, which **must be accompanied at all times**.

Paperwork

- ▶ Complete the attached forms and turn in at check-in:
 - Roster and Emergency Contact Form – one per party
 - Behavior Contract – one per party
 - Chaperone Agreement – only for parties ≥ 10 , one per chaperone

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 cause harm to our animals.



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.

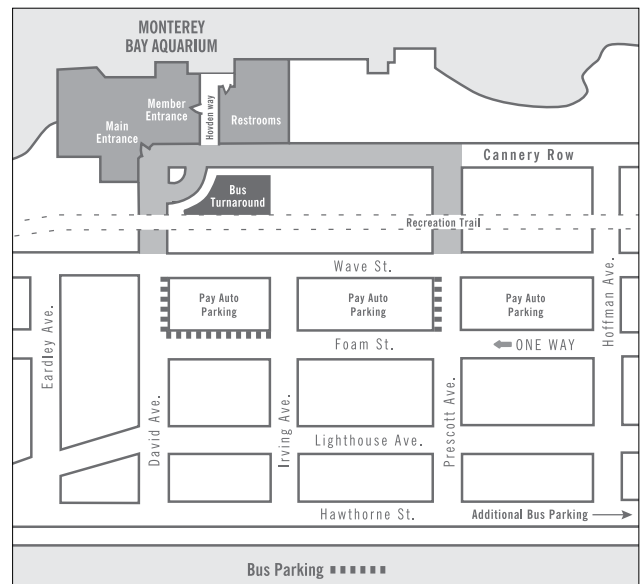
- ▶ Our Sleepover event runs from 7:00 p.m. to 8:30 a.m. Please park in a location that will not require you to move your vehicle during the Sleepover event.

- 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 on Hovden Way, near the members entrance (subject to change) from **7:00 p.m. to 7:50 p.m.** Please be on time to get the best experience for your event.
- ▶ Bring all overnight gear and these completed forms to check-in:
 - Roster and Emergency Contact Form – one per party
 - Behavior Contract – one per party
 - Chaperone Agreement – only for parties ≥ 10 , one form per chaperone
- ▶ Please bring your electronic or printed ticket
- ▶ You will receive a wristband, Sleepover Program Guide and Aquarium map.
 - Your wristband and ticket will be required for re-admission into the Aquarium on New Year's Day.
- ▶ After check-in, you will be directed to stow your overnight gear until it is time to set up 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 suggest eating before you arrive. Beverages (beer, wine, non-alcoholic drinks) will be available for purchase.
- ▶ We provide popcorn, an evening sundae bar and sparkling cider during the Sleepover, as well as breakfast the next day (gluten-, nut- and dairy-free options available on request).
- ▶ Adults (≥ 21 years old) with photo identification may purchase beer and wine at the bar between 7:15 p.m. and 9:30 p.m. All alcohol must be responsibly consumed during this timeframe.
- ▶ Outside food and drink are prohibited in the Aquarium. Please contact the Sales & Reservation Center in advance at (831) 647-6886 with any allergy or dietary concerns.
- ▶ We encourage guests to bring reusable water bottles to refill at water stations throughout the Aquarium.

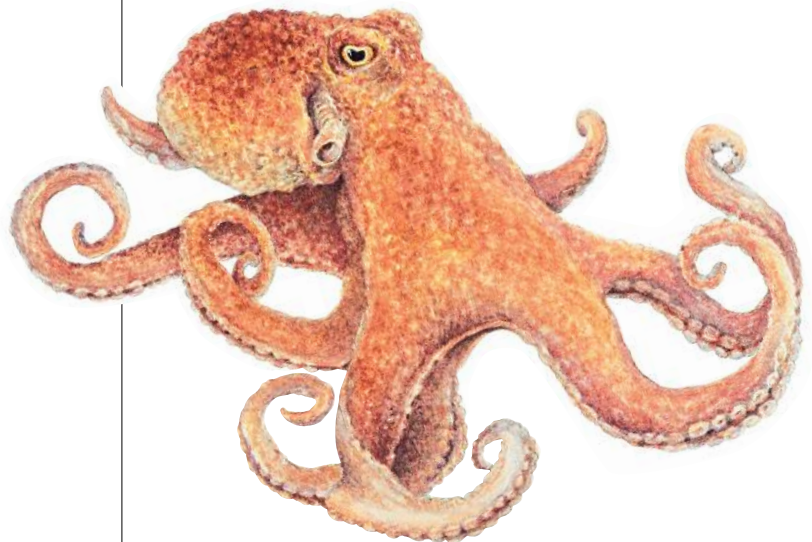
▶ Menu (v = vegan, gf = gluten free)

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

- Non-alcoholic sparkling cider
- Sundae bar
- Popcorn

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

- Breakfast meat, eggs and potatoes
- Fruit (v, gf)
- Assorted breakfast breads
- Assorted cereals and milk
- Oatmeal (v, gf)
- Juices, coffee, tea and milk

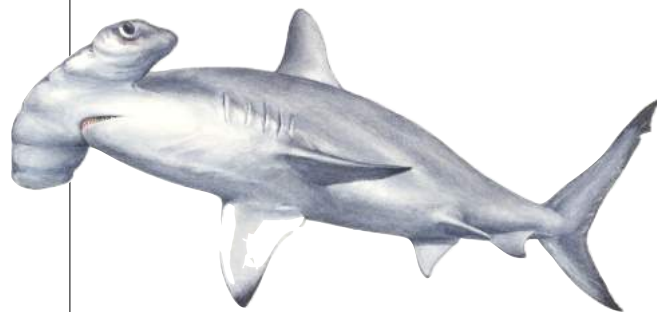


Evening Activities

- ▶ We will offer a variety of activities throughout the evening for our Sleepover guests. You are free to choose the activities you 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. All guests will be assigned at check-in to attend an orientation.
 - We will host a special New Year's Eve toast with non-alcoholic sparkling cider.
 - Adults (≥ 21 years old) with photo identification may purchase beer and wine at the bar. (All alcohol must be responsibly consumed.)
 - For night owls, we will host a pajama dance party with a DJ from 10:00-12:00 p.m. to ring in the New Year!
- ▶ 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 up to 350 guests and there are a pre-set number of sleeping spaces in each available sleeping area.
 - 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 12:30 a.m.
- ▶ 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).
- ▶ Note that our **Sleepovers are public and coed events**.

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 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.
- ▶ Your printed or electronic ticket and wristband will grant you re-admission on New Year's Day at Will Call in the Main Entrance when the Aquarium opens to the public.



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.

Roster and Emergency Contact Form

Please complete this form and turn it in at check-in for the Sleepover (one per party).

- Date of Sleepover: _____
- Name and number of the Emergency Contact for your party (for groups, please use the Head Chaperone).

Emergency Contact: Name _____ Phone _____

- 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 & Last)	Adult/Child	Medical information or special needs
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

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 food 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 may be asked to leave, without refund, if they exhibit behavior that significantly disrupts other participants, or prevents staff members from carrying out their professional duties.

Group/Family _____ Signature _____

Print Name _____ Date _____

New Year's Eve Sleepover Chaperone Agreement

If you are a chaperone, please review the following expectations and sign the bottom of the page to indicate that you agree to enforce these behaviors with your assigned youths. You must bring a signed copy of this Chaperone Agreement with you for admission to the Aquarium Sleepover event.

Chaperones are responsible for the behavior and safety of their youths. Equally important, they help shape the experience for the young people during the Sleepover.

- ▶ I understand that I must accompany the youths assigned to me throughout the Sleepover event including:
 - Exploring the Aquarium
 - Sleeping in the same area
 - Attending late-night activities
 - Eating breakfast
 - Visiting the Gift & Bookstore

- ▶ I understand that it is my responsibility to ensure youths in my group are courteous and respectful of other guests, Aquarium exhibits and buildings, and animals at the Sleepover.

- ▶ I understand that all food must be consumed in the area where served and not taken into the exhibit areas.

Group/Organization _____

I am responsible for the following youths:

- 1.
- 2.
- 3.
- 4.

Signature _____ Date _____

Print Name _____