

You are allowed 30 minutes prior to your party to set up and 15 minutes after to clean up.

Please enter the facility using the ramp on the east side of the building. The party room is located just inside the door, where the party host will meet you.

You are required to bring your own decorations, plates, napkins, etc. However, balloons, glitter, confetti, feathers, and adhesives (i.e. tape, glue) are not allowed inside or outside of the building.

Candles and open flames are strictly prohibited with the exception birthday cake candles to be handled only by the BIA Party Host

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Food & Beverage

- You may provide food and beverages for your guests. However, the BIA is unable to provide a kitchen or service areas. For this reason, ice cream is not recommended. Provide at your own risk.
- The BIA will provide an ice bin for cooling beverages and other cold foods. You are responsible for providing ice.
- Chafing dishes and on-site cooking are not permitted for birthday parties.
- Alcoholic beverages are strictly prohibited.
- All food and beverages must remain in the party room.

General Information

- The Belle Isle Aquarium is located at 3 Inselruhe Ave, Detroit MI at Belle Isle Park.
- There must be one responsible adult for each (10) children under the age of 18.
- Children must be accompanied by an adult anytime they are in the public exhibit area.
- Event patrons are restricted to the public areas of the facility.
- Pets are strictly prohibited from the premises, both indoors and outdoors, of the Belle Isle Aquarium, with the exception of service animals.
- First come first served parking is available on site at the BIA. Parking is unsecured, however, Michigan State Police and Michigan Department of Natural Resources law enforcement patrols the entire island. Because Belle Isle is a public park, there is no guarantee of parking availability especially during the busy season, usually Memorial Day – Labor Day.
- Smoking or tobacco use is not permitted inside or on the premises of the facility. Smoking is not permitted within 25 feet of a public entrance.
- A State of Michigan Recreation Passport is required for vehicles entering the island. Please visit www.michigan.gov/recreationpassport for more information. This policy cannot be waived for events on the island.
- The Belle Isle Conservancy and the Michigan Department of Natural Resources are **not** responsible for lost or stolen items or damage incurred to one’s property.

Deposits & Booking

- Events may be booked no less than 30 days, no more than 60 days, before desired party date.
- Because the BIA is such a unique venue, it is highly recommended that prospective clients visit the facility during hours of operation to ensure that the space fits the needs of your event. One-on-one site visits are available on Mondays by appointment only. Email biarentals@belleisleconservancy.org to schedule an appointment.
- Event application must be submitted for approval. Please allow up to 10 business days for processing.

- Once application is approved, an invoice detailing your deposit and rental fees will be issued.
- \$150 security deposit and a signed contract must be submitted to hold desired party slot.
- Any remaining balance is due 2 weeks before your event.
- If the balance and security deposit are not received, then your event will be subject to cancellation without a refund.
- The security deposit will be refunded within 30 days upon inspection that the facility was left in the same condition as it was found.
- Deposits and party fees may be paid by cash, check, or credit/debit card. Please email biarentals@belleisleconservancy.org for more information.
- Any cancellation within 30 days of the contracted event will not be eligible for a refund of any fees or deposits already paid.

GIFT FOR THE BIRTHDAY KID FROM THE BIA!

Belle Isle Aquarium Swag Bag

- Clear Belle Isle Conservancy sporting event bag
- Belle Isle Aquarium sunglasses
- Belle Isle Aquarium silicone wristbands
- BIC Adopt-an-Animal stingray or butterfly and adoption certificate
- Birthday Certificate
- Temporary tattoos
- Fish water squirt toy

- BIRTHDAY PARTY ADD-ONS:

Individual add-ons:

Belle Isle Aquarium kids silicone wristbands - \$1.50 ea.
 Framed birthday photo - \$10 ea.

Snacks:

Better Made Chips & 12oz. Faygo can pop - \$2 per person

Individual 1oz. potato chip bags. Choose from: plain, BBQ, Sour Cream & Onion

Motor City Popcorn** & 12oz. Faygo can pop - \$3.50 per person

Individual popcorn bags, about 1.5c. Choose from: butter, cheese, caramel, birthday cake, green apple, strawberry, grape

****All information in this packet is subject to change. We encourage you to book your event as soon as possible to secure these rates.***

*****Popcorn flavors vary. Please consult with BIC event coordinator for details.***

For questions, contact the Belle Isle Aquarium Events Team at biarentals@belleisleconservancy.org