



### Belle Isle Aquarium Birthday Party Application

This form is to be used for all Belle Isle Aquarium birthday party rentals. This is not a rental agreement.

#### GENERAL INFORMATION

Today's Date \_\_\_/\_\_\_/\_\_\_

Parent Contact: \_\_\_\_\_

Are you a BIC member? Y / N

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Boy:  Girl:  Age Celebrating: \_\_\_\_\_

#### PARTY INFORMATION

##### Party Date

1<sup>st</sup> Choice:  Fri  Sat  Sun Date: \_\_\_/\_\_\_/\_\_\_

Party Time:  10:30am – 12:30pm  2:00pm – 4:00pm

2<sup>nd</sup> Choice:  Fri  Sat  Sun Date: \_\_\_/\_\_\_/\_\_\_

Party Time:  10:30am – 12:30pm  2:00pm – 4:00pm

Number of Children: \_\_\_\_\_ Average Age of Children Attending: \_\_\_\_\_ Total Number of Guests: \_\_\_\_\_

(including guest of honor)

(maximum 18 people, including children and adults)

#### EVENT SET-UP

You are allowed a complimentary 30 minutes before scheduled party time to set up your child's party.

Please Circle:

Y/N I plan to use this time allowance

Y/N I am providing decorations and/or party favors

Y/N I am providing food Please provide a brief description: \_\_\_\_\_

Y/N I plan to use the ice chests provided by the BIA

Y/N I would like the moving fish craft activity

Y/N I am supplying my own activity/games

#### BIRTHDAY PARTY ADD-ONS

Photo w/ Gramps the Fish, qty: \_\_\_\_\_

BIA Silicone Wristbands, qty: \_\_\_\_\_

#### For Office Use Only:

Date Application Received \_\_\_/\_\_\_/\_\_\_ Received by: \_\_\_\_\_

Approve  Disapprove Reason: \_\_\_\_\_

BIC Event Coordinator: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

BIA General Manager: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Date of Site Visit \_\_\_/\_\_\_/\_\_\_ BIA Guide: \_\_\_\_\_

Date Agreement + Deposit Received \_\_\_/\_\_\_/\_\_\_ Amount: \_\_\_\_\_ Balance: \_\_\_\_\_ Balance Due \_\_\_/\_\_\_/\_\_\_

Received by: \_\_\_\_\_ Signature: \_\_\_\_\_