

Events at Great Lakes Aquarium

Main features:

- Accommodations for large groups with sit down dinner or Hors d'oeuvres style service
- Exhibits open for guests to explore during your event
- Large dance floor with 24-foot lighted water wall
- Relaxed and distinctive atmosphere
- Minimal decorations needed



Unique Spaces

Main Level

The main level affords several spaces to create the perfect atmosphere for each step of your event.

Lobby: A wide open space in front our stunning 24-foot lighted water wall. This area can be used for greeting and mingling or for a more formal meeting set-up. When the lights are turned down and the music turned up, the lobby becomes a festive place to celebrate, from the first dance through last call.

First Floor Exhibits: A bar set up next to our main fish tanks is a stunning cocktail area for transition time before dinner. For a \$150 upgrade, divers will hand feed the sturgeon and trout as your guests look on. There are benches available and space to add high top tables for hors d'oeuvres. The first floor also houses our Global Connections saltwater tanks, Amazon River and Masters of Disguise exhibits, and other attractions for guests to explore.



Second Level

Upstairs our freshwater exhibits and tanks offer beautiful backdrops for sitdown meals.

Origins: Our first freshwater exhibit area accommodates the bulk of seating. Additional seating – up to 250 people, can extend in front of the St. Louis River exhibit and aviary. A bank of floor-to-ceiling windows overlooks the harbor and Aerial Lift Bridge.

Baptism River: In front of the bubbling rapids, is ample room for a buffet set up, with seating in front.

Additional Spaces

Harborview Room (40 person max.): This room is off the main exhibit area with floor-to-ceiling views of the harbor and Aerial Lift Bridge.

Board Room (25 person max.): Great for business meetings or working lunches. Board tables, chairs, whiteboards and projection screens are available for use.

Set-up Details

Set up

To respect the visit of our daily guests, and ensure that everyone in your party has the best possible experience, **we allow set up to begin at 6 p.m. Your guests are welcome to arrive at 7 p.m.** Completed setup and dinner time will depend on arrangements with your caterer. Once the setup is complete, your guests are welcome to walk through the main exhibit hall. Events must end no later than midnight.

Deliveries can be made to the Aquarium during normal business hours, 10 a.m. – 6 p.m., with prior knowledge and approval by event staff. Equipment can be set up at 6 p.m., unless prior arrangements have been made with event staff.

Standard setup options provided by Great Lakes Aquarium do not include the following items: tables and/or linens, chairs, centerpieces of any kind, candles, theme props, special lighting, sound systems, or coat check. We will be happy to assist with additional requests and will specify any additional costs in our written contract.

Catering

Great Lakes Aquarium offers you choice for your catering needs. We do work with preferred caterers; their information is available upon request. Other licensed caterers can be approved. Caterers must have a valid liquor license to serve alcohol.

Dinner Seating

Arrangements for table and chair rentals and setup are the sole responsibility of the rental party, and may be available through your catering agreement. Please contact the event coordinator for questions regarding drop off and setup policies for tables and chairs.

Decorations

Aquarium staff can place centerpiece arrangements upon request, as part of your rental. Due to the nature of the facility, the use of tapered candle and confetti are prohibited. Small candles in glass containers high enough to protect the flame are acceptable. Balloons may be used in the lobby area only. In addition, we do not allow tacks or tape on our walls. We ask that you discuss your decoration plans with the event coordinator prior to making your arrangements.



Event Guidelines

Entertainment

All outside entertainment must be preapproved with by the event coordinator. For the protection of the exhibits and animals, the Aquarium reserves the right to monitor all events and to limit the volume level whenever necessary. A level of 98 decibels is the maximum allowed.

Photography

Due to the nature of the facility, flash photography may be prohibited in some areas of the Aquarium. You must confer with event staff prior to your event for possible restrictions on flash photos. We will be as flexible as possible with regard to this issue.

Security

If you will be serving alcohol a security guard must be present. One guard is require for all events up to 150 people and two or more are required for larger events. Security charges are \$130 per guard and will be arranged by Great Lakes Aquarium. Security will remain on site until all the guests have left the Aquarium grounds.

The placing of foreign items into Aquarium exhibits is strictly prohibited. Any person attempting to place items in an exhibit/tank or are witnessed trying to enter an exhibit/tank will be escorted from the building by security.

Lost or Stolen Items

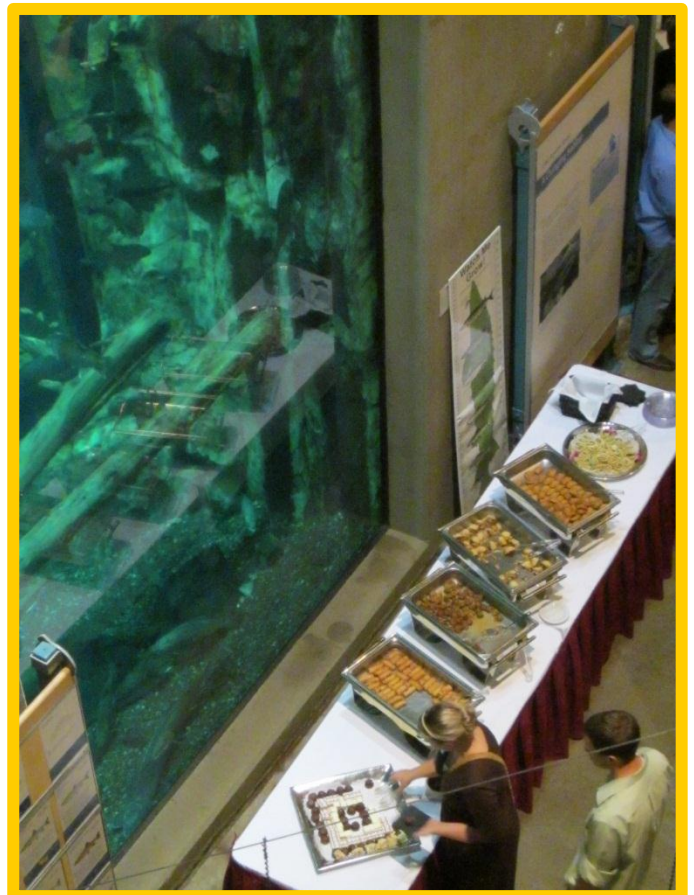
The Aquarium is not responsible for the loss, theft, or damage of any items left unattended in the Aquarium. Lost items include but are not limited to personal belongings, and wedding gifts or decorations.

Parking

Parking, included in facility rental, is available in the Great Lakes Aquarium parking lot. There are about 125 spaces available. Once the lot is full, guests can pay to park directly across the street at the Duluth Entertainment Convention Center (DECC). Parking fees at the DECC can be paid by the host or guests.

Exhibits/Lighting

Please note: A few exhibits are closed at sunset due to the sensitivity of the animals. Our event coordinator will apprise you of any changes in exhibits prior to your event. The event coordinator must approve any additional lighting desired.



Rates and Policies

Rental Rates

Rental rates include use of the facility, Aquarium admission, parking, custodial staff, and on site staff.

Rental Rates

May 15 to Sept. 15

Sundays thru Thursdays	\$2,000
Fridays	\$3,000
Saturdays	\$4,000
Wedding only, up to 2 hrs	\$800

Sept. 16 to May 14

Sunday thru Thursdays	\$1,500
Fridays and Saturdays	\$2,500
Wedding only, up to 2 hrs	\$500

Other Rental Rates

Security (per guard)	\$130
Scuba Divers	\$150

Meeting Room Rentals*

**each room includes 10 Aquarium admissions, additional admissions are available at reduced group rate.*

Board Room only (25 person max.)	\$200
Harborview Room only (40 person max.)	\$250
Two rooms for a single event discount	-\$100

Reservations

Great Lakes Aquarium can place your event date on hold tentatively for up to one week, no deposit necessary. Should you choose not to reserve our facility after one week; the date will be released to other interested parties, unless prior arrangements have been made.

To reserve the facility, a deposit of 50% of the rental fee along with a signed contract is required. The balance of the fee is due ten business days prior to the event, at which time we will require a guaranteed number of guests.

Guarantee Policy

All prices for security, divers, or additional services are subject to change and are not guaranteed unless specified on a signed contract with your deposit.

Cancellation Policy

All cancellations will be effective from the date the Aquarium receives written notice from the booking party. In the event the function contracted for is cancelled more than 180 days, your deposit will be refunded. If an event is cancelled between 180 and 120 days prior to your event date, 50% of your facility deposit will be refunded. If your event is cancelled less than 120 days prior to your event date your deposit will not be refunded.

