SPECIAL EVENTS INFORMATION PACKAGE

Contact
Special Events Department
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Waimanalo, HI 96795
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We thank you sincerely for your interest in Sea Life Park Hawai‘i as a venue for your upcoming event. Located on Oahu’s scenic southeastern shore, our park is nestled below the majestic Ko‘olau Mountain Range and features an impressive panoramic view of the Pacific. In the distance, Mānana (a.k.a. “Rabbit Island”) rises gently out of the ocean while the rugged cliffs of Makapu‘u and its famed lighthouse invite you to set foot on its unspoiled beach. Whether you select to host a lively daytime reception or a relaxing evening dinner with the amber sun setting over the horizon, each of our venues offers a breathtaking backdrop for your special occasion.

To complement the natural beauty that will surround your event, our chefs provide artfully prepared cuisine tailored to your tastes - your favorite foods from near and far, with a twist. Popular entrées include Mahi Mahi with Macadamia Nut Sauce, Coconut-Crusted Shrimp, and Prime Rib. Service is gracious and attentive, yet laid-back. It’s the Waimanalo way.

We cordially invite you to join us. Our simple promise: ‘Ono (that’s “delicious”) cuisine; a staff that puts the Aloha Spirit front and center; and a magnificent setting that’s often described as “Paradise.”
VENUES

MAKAPU‘U

MEADOWS

With a spectacular seascape overlooking the Pacific Ocean, the “Meadows” is our largest venue with 28,000 square feet of usable space. It features a production-scale stage, a grass lawn with a synthetic section for convenience, a roofed Pavilion that can accommodate up to 200 guests, as well as a thatched-roof bar.

Dimensions: 175’ x 165’
Stage: 32’ x 16’ or 512 sq. ft.

Capacity: Up to 750 guests for a seated dinner; 1,000-plus guests for a standing concert event, and up to 200 people seated under the pavilion.

Electricity: Multiple power sources around perimeter of grounds.

Event Times: 10am to 12pm (Daily), 10am to 2pm and 5pm to 10pm (Thursdays and Saturdays Only).
The charming Beachboy Lanai features an indoor-outdoor terraced setting and a comforting breeze year-round. Your guests will also enjoy views of our lovable sea lions, Dolphin Lagoon and Rabbit Island just offshore. It’s a decidedly more intimate venue, seating a maximum of 50 for daytime events and 200 for evening functions.

Capacity: Up to 50 guests for daytime events; 200 guests for evening events.

Electricity: One main power source.

Event Times: 10am to 3:30pm or 6pm to 10pm
Brides choose the “Gardens” time and again for the wedding ceremony of their dreams. Perched on a verdant windswept bluff, this venue offers an unforgettable setting for you and your guests. To your left, Rabbit Island rises modestly above the blue Pacific, while the cliffs of Makapu‘u and the regal peaks of Koʻolau soar to the right. Looking towards the horizon, the pristine ocean gently caresses the bright Hawaiian sky, a breathtaking vista that appropriately captures the harmony and beauty of your special day.

Capacity: Up to 100 guests comfortably for a wedding or vow renewal ceremony.

Electricity: One power source.

Event Times: From 9:30am-12pm or 1pm-4pm (times are flexible upon request).
SITE RENTALS

The Site Rental Fees below include the space. Site Rentals do include tables and chairs up to a certain amount, noted below. You would be responsible for event planning, set-up, cleanup and departure by a designated time. For day events, note that discounted Sea Life Park Admission can be added to fit every budget. Events that go past the agreed upon time will incur a fee of $3.00/minute. Additional Security for a fee may be required at Park’s discretion. If additional items are needed, we are able to provide at cost: 8-foot tables at $5 per; white, plastic bistro chairs at $3 per; and champagne-colored linen at $3 per. Bose system with speakers and one mic can be used during events for $150.00.

**MAKAPU‘U MEADOWS - $3,500**

Event Times: 10am to 12pm (Daily; Price to vary depending on group needs)
10am to 2pm; 5pm to 10pm (Thursdays and Saturdays Only)
Capacity: 200 (Pavilion); 750 (total seated outside); 1,000 (standing-room concert). Fee does include tables and chairs for up to 200 people.
In this case, Sea Life Park would handle the set-up and breakdown excluding decoration for a separate fee that is not optional.

**SEASIDE GARDENS - $1,500**

Event Times: From 9:30am-12pm or 1pm-4pm (times are flexible upon request).
Capacity: 100 guests, comfortably. Fee does include chairs for up to 100 people. You are welcome to provide your own. For wedding ceremonies, we are able to provide one 8 ft. table (8’ x 2’, at no charge) with linen (also at no charge). In this case, Sea Life Park would handle the set-up and breakdown excluding decoration for a separate fee that is not optional.

**BEACHBOY LANAI - $750 (Daytime Events)**

$1,500 (Evening Events)

Event Times: 10am to 3:00pm or 6pm to 10pm.
Capacity: Up to 50 guests for daytime events; 200 for evening events. Fee includes tables and chairs only. In this case, Sea Life Park would handle the set-up and breakdown excluding decoration for a separate fee that is not optional.
OVERNIGHT EVENTS

MAKAPU’U MEADOWS- $5000

Event Times: 5pm-7am (Please choose a time up to 7 hrs.)
Events that go past the agreed upon time will incur a fee of $3.00/minute.

Capacity: 200 (pavilion); 750 (total seated); 1,000 (standing-room concert). Rental fee does include tables and chairs for up to 200 people. If additional items are needed, we are able to provide at cost: 8-foot tables at $5 per; white plastic bistro chairs at $3 per; and champagne-colored linen at $3 per.

Setup Time: Party may come 3 hours prior to event start time for early arrival set up.

Set/Up & Breakdown: Sea Life Park is in will be in charge of set up & breakdown of all items rented through sea life park, cost included in site fee.

OVER NIGHT VENUE BOOKING GUIDELINES

(1) To reserve your available date Sea Life Park requires a $500 non-refundable deposit and a signed group agreement provided by the park.
(2) The Site Rental Fee includes the Makapu’u Meadows venue on Thursday and Saturdays nights only; upon availability.
(3) Bose sound system with speakers, one cored mic, and stand can be used during events for $150.00. For additional sound and lighting needs please inquire with Special Events for your options.
(4) You would be responsible for event planning, set-up, cleanup of your outside items and departure by a designated time.
Depending on group size and activities, Sea Life Park may require a $500 refundable damage deposit. All outside vendors operating on property must sign a release and liability waiver provided by the park at least 7 days prior to your event.
(5) For evening events, note that Sea Life Park is closed and guests must stay inside the venue, unless otherwise approved.
(6) Additional Security may be required at Park’s discretion for groups more than 100 people.
(7) For Décor restrictions please visit page 16.
SET UP AND BREAK DOWN FEE

Setup and breakdown fees below include Sea Life Park staffing (two food and beverage associates and one associate from Housekeeping) to support your event. Set up and breakdown fees are for items rented through the Sea Life Park only, this fee is not optional. Fee does not include set up or break down of any decorations or any items provided by outside vendors or individuals.

<table>
<thead>
<tr>
<th>Group Size</th>
<th>Labor Cost</th>
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<tbody>
<tr>
<td>50-150</td>
<td>$350.00</td>
</tr>
<tr>
<td>150-300</td>
<td>$750.00</td>
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<tr>
<td>300+</td>
<td>$1300.00</td>
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REHEARSAL FEE

$180.00 (1 hour)
Although a rehearsal is not required, it is strongly recommended to ensure your wedding runs as smoothly as possible. A $30.00 per half-hour charge will be added for rehearsals extending over the allotted time.

PARK ADMISSION

Except where noted in Menus or Packages, discounted Sea Life Park Admission can be purchased for day events that take place during our normal hours of 9:30am to 4:00pm (4:30pm during peak season).

<table>
<thead>
<tr>
<th>Group Size</th>
<th>Adult Rate</th>
<th>Child Rate (ages 3-12)</th>
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<tbody>
<tr>
<td>Resident Rates 15+</td>
<td>$18</td>
<td>$13.50</td>
</tr>
<tr>
<td>Non- Resident Rates 15+</td>
<td>$36</td>
<td>$22.50</td>
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ANIMAL INTERACTIVES

SEA LION FEEDING

$8/feeder. (Reg. $10). Hand-feed fish to the personable and vocal residents of our Sea Lion Feeding Pool. If feeder is 12 years or under, he/she may be accompanied by an adult. 6 feedings available at 10:45am and 3pm, based on availability.

TURTLE FEEDING

$3/cup. (Reg. $4). Tray of turtle food will be brought to your party area. Your guests will be able to feed the honu (sea turtles) at any time before 3:00pm. Maximum of 50 cups/group, based on availability.
“GET WET” INTERACTIVE OPTIONS

Special group rates are available for all of our interactive animal programs listed below. Contact Special Events at (808) 259-2565 to confirm that your group qualifies. Following that, your guests may call Reservations at (808) 259-2500 to check availability and to make a reservation. Guests must mention that they are with your group for the discounted rate. All programs based on availability.


Dolphin Royal Swim – $189.99 (Reg. $259.99). Max of 8/time slot – 1 platform.


Sea Lion Encounter – $59.99 (Reg. $74.99). Max of 7/time slot – 1 platform.

PRIVATE DOLPHIN SHOW - $1000.
located at our dolphin lagoon between 4-6pm.

DOLPHIN JUMPING PHOTO OP - $100.00
located at our dolphin lagoon between 10am-5pm. Inquire with special events for more information and time slot needed.

*Tax to be added to all programs

EXCLUSIVE PLATFORM BUYOUTS

We offer platform buyouts, which will give your group a shared experience that’s one of a kind. Contact Special Events for rates.

INTERACTIVE DESCRIPTIONS, SCHEDULES, & AGE RESTRICTIONS

For additional info, see the link below. Please be aware of your itinerary to avoid overlapping activity times.

http://www.sealifeparkhawaii.com/plan-a-visit/tickets-and-program
DEADLINES + PAYMENT SCHEDULE

* Upon signing of the Group Event Agreement, $500 non-refundable deposit is due in order to secure your event date. Agreement must be submitted at least (30) days of your reservation to avoid cancellation.

* 30 Days Prior: The final alcohol and F&B choices (buffet menus, pupus, and drinks) are due. 50% of remaining balance on invoice is due.

* 15 Days Prior: A final head count is due. You must pay for this amount even if fewer guests end up attending. Final Payment is due in full.

* 7 Days Prior: Set-up/layout of event must be finalized. All outside vendor information (if any) must be submitted.

* Day of event: Any additional fees for parking, bartending, security will be due.

Acceptable methods of payment include: mailing check to Sea Life Park; paying via phone with a credit card; cashier check or credit/debit card

CANCELLATIONS

All cancellation requests must be made in writing to the Special Events Department. The letter may be mailed, faxed (808-259-7373) or emailed.

Refunds for cancelled events will be made as follows:

Over thirty (30) days’ notice, 100% of any initial payment will be refunded minus nonrefundable deposit.

Less than thirty (30) days of written notice, but over 10 days; 50% of initial payment will be refunded minus nonrefundable deposit.

Less than ten (10) days of written notice, NONE of initial payment will be refunded.
VENUE BOOKING GUIDELINES

(1) Makapu’u Meadows can be reserved for groups of 50 or more. Use of the space by smaller groups is subject to availability and based on the group size and needs.

(2) Beachboy Lanai daytime capacity for daytime events shall not exceed 50 guests. Beachboy Lanai evening capacity for events shall be capped at 200 guests.

(3) Unless otherwise agreed, all food and beverage must be purchased through the park. If agreed upon, parties bringing any outside food items will need to sign a Release of Liability for Outside Food Waiver provided by the park and present a copy of a Serve Safe Certification to be submitted prior to the event. All food requests must be submitted to Special Events Dept. at least 30 days in advance for approval. Note that Sea Life Park does not provide plates, utensils, heaters, etc. for any outside food unless purchased or rented. Outside alcohol is not permitted.

(4) Event hours for your reserved area will be specified on a Group Event Agreement. During daytime events, guests may stay in the Park until it closes at 4:00pm (4:30pm during peak season 6/1-8/31). Evening event hours are 5pm and 6pm to 10pm; guests may stay until 12am for an additional cost (see on page 7). As respect to our animals, guests are prohibited to enter the park after park hours during evening events.

(5) Setup and breakdown fees are not optional. These fees are determined on group size (see on page 8).

(6) Additional fees for added security or off-duty police officers will apply for groups larger than 150 people or at Sea Life Park’s discretion.

(7) For larger groups Sea Life Park may request party to rent light towers for the parking lot.

(8) For day time events all guests must pay for parking at $5 per car. If the guests prefer Sea Life Park can tally parking with the option to pay for their parties parking after the event. Parking can be paid by cash or credit card.

(9) Any loitering outside of rented venue will result in immediate shut down of event.
SET-UP/LAYOUT

(1) Set-up and/or layout of tables (including: food, drinks, desserts, etc.) and chairs are to be finalized with Special Events Dept. at least 7 days prior to event. Please allow adequate timing for any special needs as additional ordering and lead time may be required.

(2) You may come in as early at 8:00am for daytime events, 2:00pm (Makapuu Meadows), and 4pm (Beachboy Lanai) for evening events to set-up additional equipment, decorate the area (see below for décor restrictions), and add finishing touches. Earlier entry may be allowed depending on the needs of the group.

(3) All outside vendor contact information needs to be submitted at least 7 days prior to event. If vendor waivers are not signed prior to event, vendor will not be able to operate their services on property.

(4) If outside vendor or individual is used for tables, chairs and/or tent, Sea Life Park will not set up or break down vendor’s/individuals items.

(5) Décor restrictions: For the safety of our animals, balloons, confetti, streamers, bounce houses, fire, and bubbles are not allowed at Sea Life Park. When securing decorations: zip ties, string, cinder blocks, sandbags, or rope may be utilized; nails, screws, staples, duct tape or creating holes of any kind are not permitted in the Pavilion or Beachboy Lanai.
**DAIALLY PARK ITINERARY**

9:30am  Park opens to general public  
9:30am  Honu Green Sea Turtle Feeding*  
10:00am  Free Park Tour (Meet at 3D Sea Theater)  
10:30am  Shark Cave Diver Show  
10:30am  Sea Turtle Meet and Greet (Discovery Reef Touchpool)  
10:45am  Penguin Habitat Trainer Talk  
10:45am  Sea Lion Feeding* and Trainer Talk  
11:00am  Honu Green Sea Turtle Trainer Talk  
11:00am  Sea Bird Sanctuary Trainer Talk  
**11:15am**  **Kolohe Kai Sea Lion Show – 15 minutes**  
**12:30pm**  **Aloha Nai’a Show – 30 minutes**  
1:00pm  Dolphin Feeding*  
1:00pm  Shark Cave Feeding and Trainer Talk (Except Tuesdays)  
1:30pm  Sea Bird Sanctuary Trainer Talk  
1:30pm  Free Park Tour (Meet at 3D Sea Theater)  
1:30pm  Penguin Swim and Talk (Kolohe Kai)  
2:00pm  Sea Turtle Meet and Greet (Discovery Reef Touchpool)  
2:20pm  Penguin Habitat Trainer Talk  
**3:00pm**  **Kolohe Kai Sea Lion Show – 15 minutes**  
3:00pm  Sea Lion Feeding* and Trainer Talk  
**3:30pm**  **Aloha Nai’a Show- 30 minutes**  
4:00pm  Park Closes (During 9/1-5/31)  
4:30pm  Park Closes (During 6/1-8/31)  

*Turtle Food is available for purchase at the Gift Shop. Sea lion Food upon availability is available for purchase at the Adventure Center.  

The Touch Pool is open from 10:30am to 12:00pm and from 1:30pm to 4:00pm. The Hale Manu Aviary is open from 10:00am to 12:00pm and from 1:00pm to 4:00pm.
EVENT PLANNING WORKSHEET

Event Date & Time:

Contact Name:

Cell Phone:

Email:

Venue(s):

Occasion:

Name(s) of Celebrant(s):

Scheduled Site Tour:

Name of Menu or Package:

Additional Menu Items/Platters:

Type of Bar:

Special Items to Order:

Number of Adults:

Number of Children:

Questions/Logistics:

Due 30 Days Prior:

Due 15 Days Prior:

Due 7 Days Prior:

Due Day of Event:

Due on Day of Event: