



Rental Agreement

Time Frames

Availability:	Monday through Thursday			
Times:	6:30 p.m. to 11:00 p.m.			
Fees:	Based on number of guests	Peak Period (June through August)		
	Less than 200	\$10,000.00	Less than 500	\$15,000.00
	200 – 499	\$12,500.00	500 – 1,500	\$20,000.00
	500 – 799	\$15,000.00		
	800 – 1,500	\$20,000.00		

Notes:

The Rental Fee will be based on the guarantee number provided for Food & Beverage. Shark Reef will not be available over any holiday weekend and may be subject to availability based on current promotions or events. Peak period rates apply to rentals during June 1 through August 31.

Set-up and Tear Down Times

The standard set-up time for all Shark Reef events will begin no earlier than 5 pm to allow time for set up of décor, food and beverage stations, tables, etc. Special arrangements must be made in advance to start prior to 5 pm; this will result in an increase in the rental fee. Tear down will begin at the conclusion of the event.

Signage

All special signage that is provided by the group must be previously approved by the Advertising / Public Relations Department. Shark Reef will accommodate standard signage to advise customers of Shark Reef closing time.

Food & Beverage

The minimum per person in food and beverage is set by the Mandalay Bay Catering Department for events held at Shark Reef Aquarium. Food and Beverage prices are subject to 8.1% State Sales Tax and 21% Gratuity.

Type of Events

All events at Shark Reef must be reception style (no plated dinners); however request for buffet style dinners will be reviewed on an individual basis for the walkway area. The actual number of people in each area will vary based on final menu selection.

Note: Additional charges may apply based on each client's needs and special requests.

Security

All rentals include routine security coverage. If extra security officers are required from the Hotel, there will be a charge of \$30.00 per hour, with a 4-hour minimum per officer. Requests for officers must be received a minimum of seven (7) days prior to the event.

Music & Entertainment

Shark Reef provides ambient sounds and music that compliment the theme and design of the facility. Changes to the sound system must be requested a minimum of seven (7) days in advance. Music must be in CD format and provided a minimum of two (2) days prior to the event. No live entertainment is permitted within the exhibit areas.

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Cashman Photo Enterprises

The Photo Sales business located within the Shark Reef must be requested, in advance, to remain open or closed during the private event. Cashman Photo Enterprises is a separate corporation from Mandalay Bay and any agreement between Cashman Photo and the Client is considered separate from the rental contract. The Shark Reef events representative will facilitate any agreement between the Client and Cashman Photo.

Use of the Facility

Due to the unique and delicate nature of our facility, the following protocol has been developed regarding the use of our venue and shall be followed by anyone holding a special event. We appreciate your full cooperation in protecting and caring for the facility.

- ✍ Proper care must be taken to prevent damage to the facility.
- ✍ An event coordinator will be present at all events – please make all requests directly to the event coordinator.
- ✍ Nothing may be placed on or against exhibits or walls. This includes tables, chairs, equipment, and decorations – anything that might scratch or mar in any way. The area directly surrounding the touch pool is also to be avoided as items might fall directly into the exhibit.
- ✍ The touch pool will be restricted to viewing only, if food is served inside the aquarium exhibit.
- ✍ Metal items must be kept away from the glass floors in the Ship Wreck area.
- ✍ Certain areas of Shark Reef at Mandalay Bay are restricted to Aquarium personnel only.
- ✍ In case of animal emergency, some public areas of the Aquarium may be closed in order to facilitate animal care needs or maintenance.
- ✍ The lighting patterns necessary to create a natural cycle of light for the animals in the evening and at night might leave certain areas of Shark Reef with low light.
- ✍ There may be additional noise restrictions, especially in areas where more sensitive animals live.
- ✍ Strong lighting or strobes may not be used.
- ✍ Confetti, rice, silly string, streamers, or similar items may not be used.
- ✍ There are restrictions on glass, balloons, saran wrap, drinking straws, and all other items that may be considered dangerous to the health of the animals. These items may be restricted to certain parts of the facility, or banned altogether.
- ✍ No outside animals with the exception of service animals may enter the facility.
- ✍ Security guards, if present at events, are there to watch over the facility. They have no obligations towards clients renting Shark Reef at Mandalay Bay.
- ✍ Unruly guests who behave in a manner that endangers the health and safety of our animals or staff will be escorted out of the facility without further warnings.
- ✍ The Shark Reef Gift Shop is required to remain open during the event
- ✍ The Retail Kiosks can remain open or closed based on the clients needs and will need to be negotiated a minimum of seven (7) days in advance through the Shark Reef Event Coordinator.

Shark Reef reserves the right to amend and/or modify these procedures at any time.