



Event Rental Guide 2024



Thank you for your interest in our event rentals here at Ocean Institute! With multiple venue spaces and an incredible waterfront location, Ocean Institute is the perfect place to host your event.

In addition to hourly rentals of our venues, we also have several packages to help make your event go as smoothly as possible.

Weddings, school dances, and events of over 200 people will be referred to our partners at All Star Events.

If you have any questions, or you would like to book an event, please email our Events Team at events@oceaninstitute.org.

Our Venues

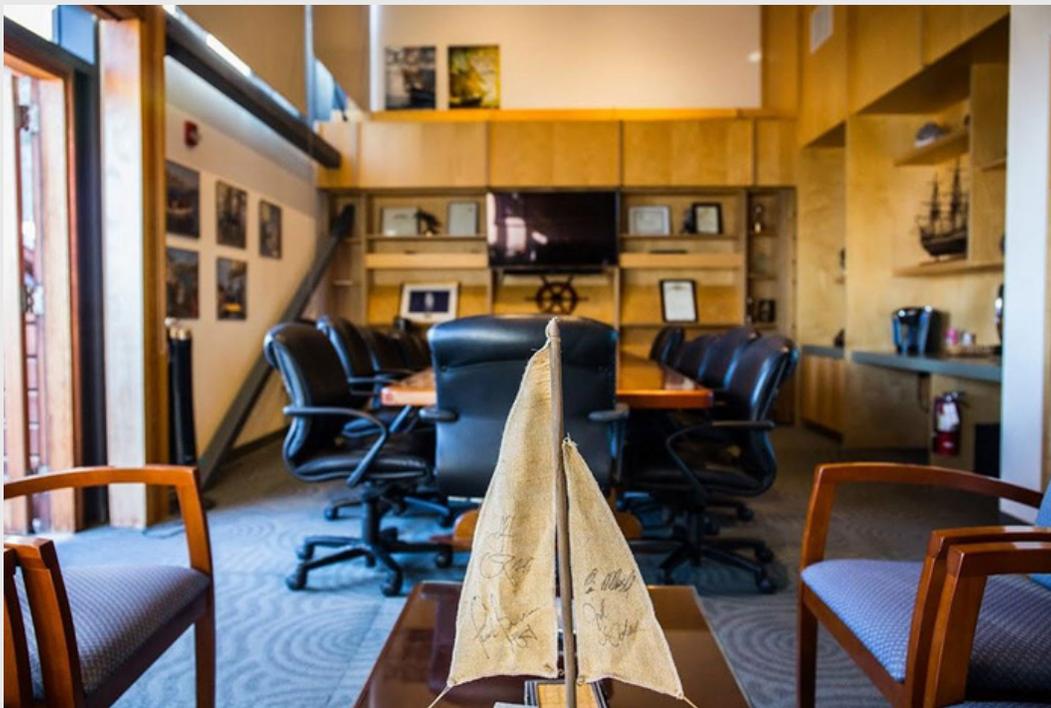
BOARDROOM

Ocean Institute's boardroom is a great way to brighten up any meeting! Comfortably seating 12 guests around a large wooden table or 18 throughout the room, with a balcony to enjoy the ocean and harbor view, you can bring your team offsite to reconnect and rejuvenate. The room includes a min fridge, sink, Smart TV with HDMI, Air Play, and USB capabilities, as well as a sound bar to play videos and sound clips. The boardroom is on the second floor of Ocean Institute's main building with an elevator, restrooms and water fountains just down the hall.

Mon-Fri: \$120/hour

Sat-Sun: \$175/hour

*Hourly rates apply from 8am-5pm. Extended hours available for \$200/hour



SURF DECK

The Surf Deck is a covered, open-air space on the second level of our facility, with 180-degree views of the ocean and the harbor. This is an indoor space with open-air windows, built in benches, plenty of space for tables & chairs. The room includes and a balcony for guests to sit facing the ocean. The Surf Deck comfortably seats 60 people at round tables or up to 80 people standing. The space also has a TV screen and speakers.

Mon-Thurs \$650/hour

Fri-Sun: \$1000/hour

Rental Includes:

- Tables and chairs
- Tables & and chairs set to your preferred layout before your arrival
- Use of our catering kitchen for caterers
- A staff member is present to assist as needs arise, tend to restrooms, etc.
- Usage of private restrooms accessible only to your party



Left: The Surf Deck space has canvas coverings for the windows overlooking the harbor and ocean.

Right: The Surf Deck balcony is the perfect place to enjoy a drink and take in the view.



SAMUELI CONFERENCE CENTER & COURTYARD

Our Samueli Conference Center is a beautiful, large open room with a majestic 30-foot gray whale skeleton hanging from the ceiling. Featuring large wooden barn doors that open to our courtyard, this space hosts incredible views of the harbor and ocean. For evening events, the courtyard is lit by hanging bistro lights and a large fire pit. The room can comfortably seat up to 180 persons seated at tables, up to 220 people in theater-style seating, and up to 250 people standing. Utilizing the courtyard for a mingling space with cocktail tables allows for a great indoor/outdoor flow to the evening or an incredible sunset view cocktail hour. Samueli also has a state-of-the-art LED screen and sound system for all your audio-visual needs.

Mon-Thurs: \$1500/hour

Fri-Sun: \$2000/hour



Top left: The courtyard is lit at night by bistro lights.

Top right: Our spacious courtyard overlooks the harbor.

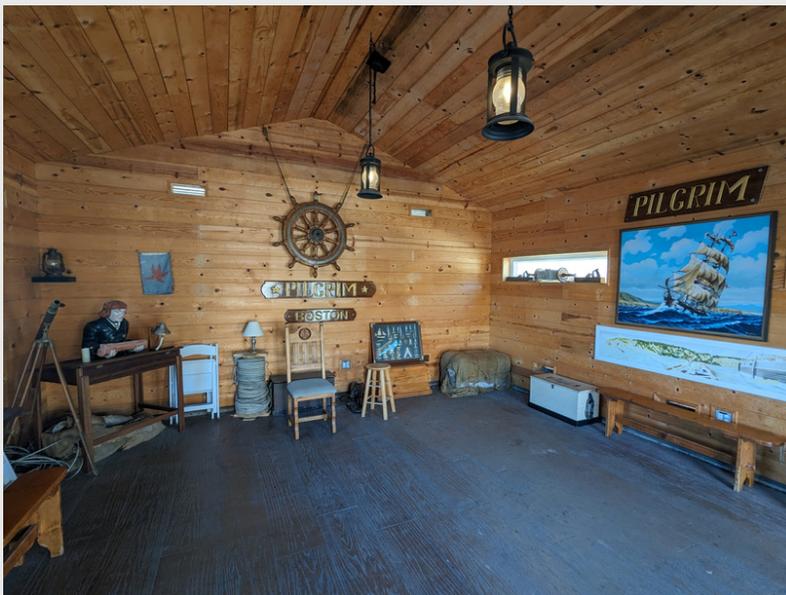
Bottom left: Gray-sea, our whale skeleton, is a majestic addition to your event.

MADDIE JAMES SEASIDE LEARNING CENTER AND HISTORICAL MARITIME WHARF

This outdoor space is about as waterfront as you can get! Connected to our dock leading into Dana Point Harbor, you can watch boats, kayakers, and wildlife enjoying the water all from your seat. This beautiful open-air space has views of the entire harbor and the jetty beyond it. The wharf features working replicas of tall-ship sails, barrels, and other ship features that can be great décor or can remain covered under linen covers. Included in the space is our indoor Boathouse, the perfect space to set up your bar, food stations, and so much more! The wharf comfortably seats up to 60 people or accommodates up to 80 persons standing.

Mon-Thurs \$600/hour

Fri-Sun: \$950/hour



Top left: The wharf is lit with string lights at night.

Top right: Canvas coverings provide shade during the day.

Bottom left: The boathouse on the wharf is a cozy space to keep your food and drinks.

All Event Rentals Include:

- 1 event walkthrough of the space prior to the event
- Tables & Chairs
- Black linens for tables
- Tables & chairs setup to your preferred layout before your arrival
- Use of our catering kitchen for caterers
- A staff member present to assist as needs arise, tend to restrooms, etc.

All rentals are subject to a 10% tax and a 3% booking fee in addition to the hourly rate.

Access to rented spaces for setup & cleanup are charged at 50% of the hourly rate.

The following spaces/packages are also subject to a \$200 service fee: Surf Deck, Maddie James Seaside Learning Center and Historic Maritime Wharf, Samueli, Birthday Party Packages, Grad Package, and Bereavement Packages

Deluxe Add-ons Available:

- **Bartender**
 - \$30/hour
 - Pourer for beer & wine only
- **Animal Encounter**
 - \$200/hour
 - Access to our Sahm Marine Education Center for viewing of local shark and rays and a touch-tank experience with intertidal animals.
- **Jr. Explorer Child-Care Package**
 - \$200/hour
 - Fun and educational instructor-led activities for kiddos potty trained and older, up to 20 kids at a time.
- **Vendor Concierge Service**
 - \$200 - Help maintain communication with your hired vendors leading up to the event including:
 - Three extra walkthroughs, direct access to our events team for questions, layouts, etc.
- **Additional Walkthroughs**
 - \$15 - 20-minute walkthrough
 - All rentals include one event walkthrough of the space.
- **Outdoor Heaters**
 - Outdoor heater available for the duration of your rental.
 - \$30/heater | up to six heaters available total

Bereavement Packages

SURF DECK:

- Access to the space for three hours total – this includes setup & cleanup.
- Choice of the following layouts:
 - Six 72" round tables with 10 chairs per table plus two rectangular tables for refreshments
 - 60 chairs setup classroom style (facing the front of the room), three cocktail tables in the back of the room, plus two rectangular tables for refreshments.
 - 10 cocktail tables setup throughout the room plus two rectangular tables for refreshments
- Caterers and bartenders may be utilized per Ocean Institute Event Agreement but must be setup/cleaned up within the three-hour time limit.
- **COST:** \$1500

SAMUELI CONFERENCE CENTER & COURTYARD:

- Access to the space for four hours **total - this includes setup & cleanup.**
- **Standard Package** includes:
 - Up to 200 chairs classroom style in Samueli + 10 Cocktail Tables in the Courtyard
 - Use of screen for slideshow
 - Audio system with microphones
 - Firepit on in courtyard
- **Deluxe Package** includes:
 - Seating for up to 150 at round tables with chairs + 10 Cocktail Tables in the Courtyard
 - Use of screen, microphones, speakers, and firepit as outlined in standard package.
- Caterers and bartenders may be utilized per Ocean Institute Event Agreement but must be setup/cleaned up within the four-hour time limit.
- **STANDARD PACKAGE:** \$2500
- **DELUXE PACKAGE:** \$2800



BURIAL AT SEA:

- 2-hour use of vessel
- We offer the use of our research vessel, *Sea Explorer*, for the spreading of ashes and burial at sea.
- The client is required to provide a copy of the death certificate, a Permit for Disposition of Cremated Human Remains (HSC 103050), (HSC 103055), and a signed Ocean Institute release form.
- Anything that will be thrown into the ocean with the ashes must be biodegradable.
- We will accommodate location requests as long as they are 3 miles offshore and reachable within the time frame.
- **CAPACITY:** 45 people
- **COST:** \$2,000



Grad Party Package

MADDIE JAMES MARITIME WHARF:

- Access to the space for three hours total – this includes setup & cleanup.
- Choice between two layouts:
 - Layout 1: 10 cocktail tables and two rectangular tables for refreshments
 - Layout 2: Round tables with seating for 30 guests and two rectangular tables for refreshments
- Black linens for tables
- Bluetooth speakers for music
- Up to 60 guests
- **COST:** \$1,100



Birthday Party Packages

Birthday Party Packages are for children aged 14 or younger.

Parties can be scheduled from 11:00 am to 1:00 pm most Saturdays and Sundays.

STANDARD PACKAGE

- Two hours on our private, waterfront Maddie James Seaside Learning Center Historical Maritime Wharf
- 30 minutes of set-up and clean-up time
- One private party host
- Up to 35 people (including birthday child and immediate family)
- (5) six-foot tables and 25 chairs
- (1) 30-minute themed activity
 - Raising sail on wharf or touch tank inside facility
- 15 pre-stuffed goody bags
- Admission is included into Ocean Institute after birthday party
- **COST:** \$610



DELUXE PACKAGE

- Two hours in our private Surf Deck room with a panoramic ocean view
- 30 minutes of set-up and clean-up time
- One private party host
- Up to 50 people (including birthday child and immediate family)
- (5) six-foot tables and 25 chairs
- (1) 30-minute themed activity
 - Raising sail on wharf or touch tank inside facility
- 15 pre-stuffed goody bags
- Admission is included into Ocean Institute after birthday party
- **COST:** \$1,330

Upgrade Your Party

- \$50 – Early setup
- \$75 – Private squid or fish dissection
- Additional goody bags for \$5 a bag
- Up to 10 additional guests for \$15 a person

