

Zoo Rental Guidelines

Reservations

To reserve a date, a non-refundable deposit is required for 50% of the rental fee along with a signed rental agreement. The final balance is due on or before the rental date unless prior arrangements have been made with the Development & Marketing staff. Deposits can be made by cash, check or credit card: Visa, MasterCard or Discover.

Rental Equipment/Deliveries

Outside vendors need to contact Development & Marketing staff at least two weeks prior to the event to coordinate delivery times, loading areas, set-up locations and pick-up schedule. Any materials delivered by an outside vendor must be delivered during the Zoo's regular hours on the day of the event unless prior arrangements have been made with Development & Marketing staff. The Lehigh Valley Zoo cannot assume responsibility for personal property and/or any equipment brought into Zoo facilities.

Caterers

Outside licensed caterers are permitted. Outside caterers need to contact Development & Marketing staff at least two weeks prior to the event. Outside caterers are responsible for staffing and providing all catering equipment for the event. It is the responsibility of the outside caterer to set-up, break-down and to leave the Zoo in the condition it was found upon arrival. The Zoo does not provide refrigerator/freezer or storage space to rental parties.

Entertainment

Music and entertainment are permitted with the approval of Development & Marketing staff. Vendors need to contact Development & Marketing staff at least two weeks prior to the event to coordinate delivery times, loading areas, set-up locations and pick-up schedule. Any materials delivered by an outside vendor must be delivered during the Zoo's regular hours on the day of the event unless prior arrangements have been made with Development & Marketing staff. The Lehigh Valley Zoo cannot assume responsibility for personal property and/or any equipment brought into Zoo facilities.

Lehigh Valley Zoo Members

Members receive a 15% discount off any base facility rental if the initial contact is an active member at the reservation time or if he/she purchases a membership before final payment is due. Discount does not apply to admission fees or rental add-ons. *Business Partners* receive a discount off any rental based on sponsorship level.

Non-profit Organizations

Non-profit organizations receive a 10% discount off any base facility rental. Discount does not apply to admission fees or rental add-ons. A federal ID number and tax-exempt form must be submitted with the rental agreement to receive the discount.

Alcoholic Beverages

Alcohol consumption must be confined to the rented event site. Alcohol may be served to adults 21 and above. Any organization serving alcoholic beverages on Zoo grounds must name the Lehigh Valley Zoo as an additional insured on the company's business insurance with a minimum of \$1,000,000.00 in coverage. The Zoo reserves the right to remove any individual whose behavior is inappropriate to a family facility or whose activities may cause harm to other guests or the Zoo animals.

Facility Cancellations

Cancellations made 60-90 days prior to the event will be responsible for 25% of the facility rental.

Cancellations made 30-59 days prior to the event will be responsible for 50% of the facility rental.

Cancellations made less than 30 days prior to the event will be responsible for 100% of the facility rental.

If the event host cancels and reschedules a new date within a 30 day period, 100% deposit will be credited towards the new date.

Inclement Weather Policy

Lehigh Valley Zoo will make every effort to open a facility when a rental is scheduled. However, if severe inclement weather or other acts of nature (ex. ice storm, snow storm, or damage caused by weather) prohibits the opening of the Zoo, the event host will be notified by Development & Marketing staff as soon as possible. The event host will be provided the opportunity to reschedule event to another available date.

Other General Guidelines

Set up may begin one hour prior to the rental time. Any back-gate deliveries must be arranged in advance with Development & Marketing staff. The back gate will remain locked at all times and is not a Zoo entrance/exit.

Pets/outside animals are not permitted inside the Zoo.

Smoking is not permitted on Zoo grounds.

All event signage must be approved by the Development & Marketing staff prior to the event date. Set up of all signage and banners are the responsibility of the event host. Thumbtacks, tape, or nails are not permitted on walls, ceilings, buildings or trees.

Advertising or printed material referencing the Zoo must be approved by the Development & Marketing staff before distribution. This includes, but is not limited to, tickets, invitations and promotional materials.

I have read and agree to abide by the Lehigh Valley Zoo rental guidelines stated above.

Event Host

Date