



Lehigh Valley Zoo Catered Events

Daytime Rentals – Nighttime Rentals- Corporate Events – Weddings

Thank you for considering holding your special event at the Lehigh Valley Zoo! We have partnered with Willow Street Catering to make your day absolutely perfect! This packet will help you choose exactly what you want for your special day.

The most important details that we need are:

Date of event

Location of event in zoo

Number of guests

What catered food option you would like

Do you want to add any ZOO extras like an animal encounter, plush toy giveaway or food to feed the animals?

Your 25% catering deposit and your all set! Full payment would be due 1 week prior to event date.

(You will pay the Lehigh Valley Zoo separately from Willow Street Catering)

We have 4 location to choose from for corporate rentals to daytime or after hour's zoo rentals in order to fit your needs.

The Zoo offers 3 locations to have your catered event:

The Jaendl Pavilion (Holds up to 100 people)

Outdoor Dining Deck (Holds about 150 people)

Farm Tent (Holds about 225 people)

Bison Auditorium (Holds 80 people)

Please feel free to call us to go over details so we can arrange your perfect day!

Lehigh Valley Zoo Daytime Rental Agreement

2019 Season



Name:			Rental Date:
Mailing Address:			Phone Number
			Alternate Phone Number
Number of Guests:	Occasion	Hours	Email Address
Discounted Admission Rates For your Guests <input type="checkbox"/> Adults/Seniors - \$11 <input type="checkbox"/> Children (2-12) - \$10 <input type="checkbox"/> Children under 2 - FREE		Location Options <input type="checkbox"/> Jandl Penguin Pavilion (150 Guests) \$250 <input type="checkbox"/> 1/2 Jandl Penguin Pavilion (75 Guests) \$200 <input type="checkbox"/> Farm in the Zoo Event Tent (200 Guests) \$350 <input type="checkbox"/> Bison Auditorium(inside)(80 Guests)\$400	
1. Total Admission Price \$_____		2. Rental location Price \$_____	

FUN ANIMAL OPTION ADD-ONS!

- Otter Cake Enrichment - \$150 - A frozen ice cake filled with the otter favorite fish snacks! Otters love this!
- Penguin Cake Enrichment - \$150 - A frozen ice cake filled with the Penguins favorite fish snacks!
- Buy a Brick - \$150.00 - Put your name in stone at the lvzoo!
- Giraffe Feeding ticket - \$4.00 p/p - Feed Murphy and Tatu from our Giraffe Feeding Deck!



3. Total Additional Options \$_____

MEET AND GREET ANIMALS WITH OUR EDUCATION TEAM ADD-ONS!

- Zookeeper Meet and Greet (30 mins) - \$250 - Learn about the LV ZOO and animals from one of our Keepers!
- Zoo Veterinarian Meet and Greet (30 mins) \$350 - Meet Dr. Scott and learn all he does to care for over 340 animals!
- Presentation with three of our Animal Ambassadors (30 mins) - \$450 - Meet 3 of our Animals up close!
- Presentation with five of our Animal Ambassadors (1 hour) \$500 - Meet 5 of our animals up close with our keepers
- Add a Penguin to any Education Presentation - \$150 - People love seeing the penguins hang out at their party!
- Guided Zoo Tour - \$400 - Personal tour and story of many of our animals!
- Animal Mingle - 4 animals(1 hour) - \$500

4. Total Additional Options \$_____

BUY TOKENS FOR YOUR GROUP!

The following activities require tokens. You can purchase tokens for your guests at the discounted rate shown below.


- Lorikeet Landing - 1 token per person - Feed the lorikeets!
- Penguin Bracelets - 2 tokens per person - Make a penguin bracelet!
- Toad Abodes - 2 tokens per person - Make a toad house to take home!
- Mud Painting - 1 token per person - Don't worry, we clean them up after!
- Face Painting- 2 tokens per person - Kids love this!

65 Tokens = \$50
130 Tokens = \$100
200 Tokens = \$150



5. Total Additional Options \$_____

Special Requests:

<p align="center">Catering</p> <p>Caterer: <u>Willow Street Catering</u></p> <p>Meal Time: _____</p> <p>Arrival Time: _____</p> <p>Contact Person: <u>Michelle Ritter</u></p> <p>Phone Number: <u>610-248-0236</u></p> <p><small>For rentals utilizing an outside caterer an additional \$200 clean-up fee will be assessed.</small></p>	<p align="center">Outside Vendors</p> <p>To ensure your vendors follow policies put in place by the Zoo, please have them contact us prior to your event.</p> <p>Photographer _____</p> <p>DJ/Band _____</p> <p>Other _____</p> <p>Other _____</p> <p>Other _____</p>	<p align="center">Totals:</p> <p>\$ _____ Guests Admission</p> <p>\$ _____ Additional Options</p> <p>\$ _____ Catering Services</p> <p>\$ _____ Rental Location</p> <p>\$ _____ Total due LV ZOO</p> <p>\$ _____ Total due Willow Catering</p>
<p align="center">Billing Options</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Charge</p> <p>Cardholder's Name _____</p> <p>Credit Card # _____</p> <p>Exp. Date & CVV/CVC Code _____</p>	<p align="center">Deposit (50% of total due Zoo)</p> <p>\$ _____ Total due zoo</p> <p>\$ _____ Deposit Amount</p> <p>\$ _____ Total due Catering</p> <p>\$ _____ Deposit Amount</p> <p>Date Deposit Received Zoo _____</p> <p>Balance Owed: \$ _____</p> <p>Date Deposit Received Catering _____</p> <p>Balance Owed: \$ _____</p>	<p align="center">Your Zoo Contacts:</p> <p>Nicole Huber – nhuber@lvzoo.org (484)602-6606</p> <div align="center" style="margin-top: 20px;">  </div>

Event Host Signature: _____ Date: _____

Rental Coordinator Signature: _____ Date: _____

Please sign facility rental agreement and return with deposit to:

Lehigh Valley Zoo
c/o Nicole Huber
5150 Game Preserve Road
PO Box 519
Schnecksville, PA 18078

Payment/Cancellation Policy

- A deposit of 50% of the base rental fee along with a signed rental agreement is required to secure the date.
- A final bill will be issued to the client at the conclusion of the event.
- A full refund of the deposit can be issued if cancelled no less than 90 days prior to the event date. If cancelled within 90 days of your rental date the deposit is non-refundable.

Lehigh Valley Zoo Indemnity Clause

- Client shall indemnify and hold Lehigh Valley Zoo harmless from any claim, liability, loss, damage, cost, expense, including reasonable attorney's fees, award, fine or judgement with respect to, or arising out of the use of the facilities. This includes, without limitation, any such claims, liability, loss, damage, cost, expense, award, fine or judgment arising by reason of death or bodily injury to persons, injury to property arising by reason of client's alleged or actual negligent act, regardless of whether such act is active or passive. Client shall not be obligated to indemnify Lehigh Valley Zoo with respect to sole negligence or willful misconduct of Lehigh Valley Zoo, its agents, servants, or employees who are directly responsible to contractor.

Inclement Weather

- Events are held rain or shine.
- The Zoo can reschedule confirmed events based on date availability at no additional cost to the client.

Hours of Rental

- Daytime rentals are held from 10 am - 1 pm or 1 pm - 4 pm.
- Your group admission price includes admission to the Zoo the entire day of your event.

Zoo Animals

- Grain feed for the farm animals and nectar for the Lorikeets can be purchased by guests or by client for guest use. Zoo guests are not permitted to feed any other Zoo animals.

Invitations/Printed Materials

- All invitation copy, pamphlets, flyers, e-vites and related event publicity must be submitted to the Zoo's Marketing and Development Department for approval no later than 30 days prior to the event.

Caterers

- Catering services through the Zoo's caterer, Willow Street Catering, must be arranged at least two weeks before your event date.
- The Zoo can supply ice for the client or caterer. If ice is needed, arrangements must be made at least two weeks prior to your event date.
- If using an outside caterer, an additional \$200 clean-up fee will be assessed.
- For the safety of our animals and staff, glass container, straws and lids are not permitted at Lehigh Valley Zoo.
- Caterers must be self-sustaining. They must supply their own power, lighting and water.
- If cooking with an open flame, caterer must provide fire extinguishers.
- A catering event plan (including procedure, menu, etc.) must be provided to Lehigh Valley Zoo two weeks prior to event date.
- If serving alcohol, caterer must provide copy of their State Liquor License two weeks prior to event.
- Caterer is to provide insurance certificate with Lehigh Valley Zoo named as an additional insured with a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate, two weeks prior to event date.

Outside Vendors

- All outside vendor arrangements must be authorized by Lehigh Valley Zoo.
- Arrangements for vendors who require delivery or set-up must be made in advance with Zoo staff.
- Outside vendors are required to meet with Zoo staff at least two weeks prior to an event in order to review driving directions, tour the Zoo's facilities and discuss electrical needs.
- Lehigh Valley Zoo will provide electricity where available.

Entertainment

- All music must be kept at a moderate level so as to not interfere with the comfort of our animals or other Zoo guests.

Photographers/ Photographs

- Events taking place at Lehigh Valley Zoo may be photographed by Zoo photographers. Lehigh Valley Zoo requests permission to use these photographs to market future events.

Alcoholic Beverages

- Events where alcohol is consumed must be adequately supervised by the event host.

- Alcoholic beverage containers must be removed from the Zoo at the end of the event.
- For the safety of Zoo guests and animals, people who appear to be intoxicated may be removed from the premises.

Decorations/Signage

- Decorations may be placed on Zoo property during Zoo hours with prior approval from Zoo staff.
- No staples, tacks or tape can be used to affix any materials.
- Balloons are not permitted at Lehigh Valley Zoo to ensure the safety of all animals.
- No balls, frisbees or other items which can be tossed or thrown.

Code of Conduct

- You are responsible for any damage to Zoo property during your rental.
- No selfie sticks are permitted beyond exhibit fence barriers.
- Endangerment or harassment of any Zoo animals by the event host or their guests will result in termination of this agreement. All services will cease and no reimbursement will be issued.