

# Lehigh Valley Zoo After Hours Rentals

Thank you for considering holding your special event at the Lehigh Valley Zoo! 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

**Looking to add that something special to your event?**

Consider adding zoo extras like an animal meet and greet, animal feeding experiences, and token activities!

**For after hours rentals we offer three (3) location options in order to best meet your specific needs.**

Penguin Pavilion (accommodates approximately 100\* guests)

Outdoor Dining Terrace (accommodates approximately 150\* guests)

Bison Auditorium (indoor location)(accommodates approximately 50\* guests)

\* Location capacities may differ based on set-up specifications

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





**Please note:** For all after hours rentals, all zoo animals MUST be put away one hour before sunset. For help planning your rental experiences accordingly, please contact us!

# Lehigh Valley Zoo After Hours Rental Agreement

2020 Season



Name For Rental Booking:			Contact Person for Booking:		
Mailing Address:			Phone Number:		
			Alternate Phone Number:		
Occasion:	Rental Date:	Hours:	Email Address:		
<u><b>Nighttime Zoo Rental Admission Pricing:</b></u>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>100-1000 guests-</b> \$20/guest</p> <p><b>1000+ guests-</b> \$17.50/guest</p> </div> <div style="width: 45%;"> <p><b>Anticipated Number of Guests:</b></p> <p>_____ Adults/Seniors</p> <p>_____ Children (2-11)</p> <p>_____ Children under 2</p> </div> </div> <p style="text-align: right; background-color: yellow;"><b>1.) Total Admission Price \$ _____</b></p>			<p style="text-align: center;"><b>Location Options:</b></p> <p>___Penguin Pavilion (Accommodates 100 Guests)</p> <p>___Outdoor Dining Terrace (Accommodates 150 Guests)</p> <p>___Bison Lodge (indoors) (Accommodates 50 Guests)</p>		
<p><b><u>ADDITIONAL RENTAL ADD-ONS:</u></b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p>___Otter Cake Enrichment - \$150     - A frozen ice cake filled with the otter favorite fish snacks! Otters love this!</p> <p>___Giraffe Feeding ticket - \$4.00/guest     -Feed Murphy and Tatu from our Giraffe Feeding Deck!</p> <p>___Commemorative Brick - \$150.00     - Put your name in stone at the LVZoo!</p> <p>___ A.D.O.P.T an Animal Package -\$60     - Select an adopt package and contribute toward conservation!</p> </div> <div style="width: 15%; text-align: center;">  </div> </div> <p style="text-align: right; background-color: yellow;"><b>2.) Total Additional Rental Add-Ons \$ _____</b></p>					
<p><b><u>ANIMAL MEET AND GREET ADD-ONS!</u></b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____ Rainforest Friends - \$750</p> <p>_____ Penguin and Feathered Friends - \$750</p> <p>_____ Amazing Animal Ambassadors - \$600</p> </div> <div style="width: 50%;"> <p>Mingle with our Conservation Educators as they present you and your guests with an assortment of our ambassador animals!</p> <p style="font-size: small; text-align: center;">Featured animals are dependent on the animal's cooperation, weather restrictions, and availability. The wellbeing of our animals is our number one priority.</p> </div> </div> <p style="text-align: right; background-color: yellow;"><b>3.) Total Animal Meet &amp; Greet Add-Ons \$ _____</b></p>					
<p><b><u>BUY TOKENS FOR YOUR GROUP!</u></b></p> <p>The following activities require tokens. You can purchase tokens for your guests at the discounted rate shown below.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Face Painting- 3 tokens per person     -Kids love this!</p> <p>Grain Machines- 1 token per person     - Feed the goats and barnyard animals!</p> </div> <div style="width: 35%; border: 1px solid black; padding: 10px; text-align: center;"> <p><b><u>Token Pricing:</u></b></p> <p>65 Tokens = \$50</p> <p>130 Tokens = \$100</p> <p>200 Tokens = \$150</p> </div> <div style="width: 5%; text-align: center;">  </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 40%; background-color: yellow;"> <p><b>Total <u>Quantity</u> of Tokens Desired- # _____</b></p> <p><b>4.) Total <u>Cost</u> of Token Add-Ons- \$ _____</b></p> </div> </div>					

**Special Requests/Accommodations:**

**Catering**

**The following companies are the preferred caterers for all zoo events\*.**

**(PLEASE CIRCLE YOUR CATERER)**

**Willow Street Catering:** Michelle Ritter

**Phone:** (610)- 248- 0236

**Meyer's Catering:** John Meyers

**Phone:** (267)-772-7455

**Get Fed Catering:** Mike Geary

**Phone:** (484)-548-2599

**To arrange your event's catering, please contact your caterer directly.**

\* If using an outside caterer, there will be an additional fee of \$750.

**Outside Vendors**

To ensure your vendors follow policies put in place by the Zoo, please have them contact us prior to your event.

Photographer: \_\_\_\_\_

D J/Band: \_\_\_\_\_

Caterer: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

**Total Amounts Due:**

\$ \_\_\_\_\_ Guest Admission (total from section 1)

\$ \_\_\_\_\_ Rental Add-Ons (total from section 2)

\$ \_\_\_\_\_ Animal Meet & Greet Add-Ons (total from section 3)

\$ \_\_\_\_\_ Token Add-Ons (total from section 4)

**\$ \_\_\_\_\_ Total due LV ZOO**

**Total Deposit Due:**

**A deposit of 50% of total due Zoo is required at the time of booking to hold your event date/locations.**

\$ \_\_\_\_\_ Total due zoo

\$ \_\_\_\_\_ Booking Deposit Amount

**\$ \_\_\_\_\_ BALANCE REMAINING**

\$ \_\_\_\_\_ Additional Payment (Date: \_\_\_\_\_)

\$ \_\_\_\_\_ Additional Payment (Date: \_\_\_\_\_)

\$ \_\_\_\_\_ Additional Payment (Date: \_\_\_\_\_)

\$ \_\_\_\_\_ Additional Payment (Date: \_\_\_\_\_)

\$ \_\_\_\_\_ Additional Payment (Date: \_\_\_\_\_)

**Your Zoo Contacts:**

**Julia Seeley**

**JSeeley@lvzoo.org**

**(610)- 799-4171 x248**



**Event Host Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Rental Coordinator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please sign facility rental agreement and return with deposit to:**

**Lehigh Valley Zoo**

**c/o Rental Events**

**5150 Game Preserve Road**

**PO Box 519**

**Schnecksville, PA 18078**

**Payment/Cancellation Policy**

- A non-refundable deposit of 50% of the estimated total rental fee along with a signed rental agreement is required to secure the date.
- Final payment will be due no later than the day of the event/rental.

### **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**

- After hours rentals are held from 5pm-9pm.

### **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.
- All animal-related activities (including giraffe feeding, lorikeet feeding, animal mingles, etc.) are dependent on weather, animal availability, and animal cooperation. For the safety and well-being of the animals, the Zoo reserves the right to make adjustments to rental packages at any time leading up to and including the day of the rental. Our keepers and educators are experts in determining what is appropriate and doable based off the animal's behavior that day.
- All animals on exhibit in the zoo must be put away no later than 6:30pm or 1 hour before sunset (whichever is first).
- All animal mingles must occur before 7pm.

### **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 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 **\$750 fee 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 **contact** 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 will 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.

#### **COVID-19 and Your Rental**

- The Lehigh Valley Zoo is committed to following all CDC, state, and local COVID-19 prevention guidelines.
- All individuals in attendance at a Zoo rental will be required to wear a face covering at all times while inside the Zoo.
- For the safety of our animals and staff, individuals who are exhibiting symptoms of COVID-19 or who have tested positive are requested to not attend. We reserve the right to make adjustments to any rental at any time, up to and including the day of the event based on the CDC, state, and local COVID-19 recommendations, regulations, and/or revisions.