



## Zoo Rental Policies

1. **All alcoholic beverages must be served by the concessionaire holding the liquor license for the facility. No alcoholic beverages may be brought into the Zoo premises by the client.**
2. A Zoo Rental Agreement and Event Set-Up Sheet must be signed by the client prior to the event.
3. **No balloons, straws, or plastic/paper beverage lids are permitted; for the safety of the animals.**
4. There is No Smoking allowed on the Zoo Grounds. A smoking area is available just outside the main gates.  
In and Out privileges can be arranged, providing a gate attendant is present.
5. Entertainment selected by the client must have prior approval of the Reid Park Zoological Society (RPZS)
6. Food caterer selected by the client must have prior approval of RPZS.
7. Clients must comply with all safety rules specifically including, but not limited to:
  - Guests may not enter exhibit.
  - Guests may not feed animals without appropriate Reid Park Zoo staff instructions and supervision.
8. Special equipment (banners, decorations) may not be brought into the zoo without prior approval by TZS.
9. Vegetation may not be removed by the client.
10. Guests will exhibit behavior appropriate to the event, and shall not cause any sexual or racial harassment of staff, the public, or other participants at the event.
11. Facility must be left clean and free of trash after the event, otherwise a clean-up fee will be charged.
12. Any physical damage to the facility caused by any guests or their contractors must be covered and made whole by the client.

**We ask that our clients request their liability insurance company to issue a Certificate of Insurance, adding the Reid Park Zoological Society (1030 S. Randolph Way Tucson, AZ 85716) and the City of Tucson ( 1100 S. Randolph Way Tucson, AZ 85716) as additional insured for the event. Certificate must be presented no less than one week prior to event. If the client has no liability policy, TZS can direct you to a source for a one-time event liability coverage. Guests attending agree to assume all the risks of bodily injury or harm which may occur as a result of participation in this program and release and forever discharge any and all claims, and all rights and claims for damage against the Tucson Zoological Society, the City of Tucson, its Parks and Recreation Department, its Mayor and Council and any other officers, employees, co-sponsors, or agents arising out of participation.**

**All guests and participants in after-hours events at Reid Park Zoo agree to comply with safety, security, animal & property protection, and behavioral policies that are in place or appropriate to the event. Failure to comply will result in expulsion from the property.**

## Zoo Rental Cost Guidelines

### FIXED COSTS:

- **Reservation deposit** of \$500 minimum is required to reserve the facility. This deposit will be applied to the final rental cost.
- **Basic cost** is \$1000 for events for groups up to 100 people and that end by 10:00 p.m. There is an additional charge of \$5 per guest for groups larger than 100. Events running beyond 10:00 p.m. may have an additional cost.
- **Venue.** The client is to choose one of many venues available within the zoo with the understanding that other events may be held simultaneously utilizing other zoo venues. The client's reservation reserves the chosen venue but does not provide for exclusivity of the whole zoo or the viewing of exhibit animals. A total zoo buy can be arranged for an additional fee.
- **Weather.** In the event of inclement weather the client must assume weather risks and possible event postponement or cancellation. RPZS will make every effort to reschedule an event that is cancelled due to weather-related issues but makes no guarantees in availability of facility.
- **Facility Lighting.** Only event areas are lighted after dark unless special arrangements have been made. Additional lighting can be provided at additional costs. Note that there are essentially no indoor spaces available, so the client must assume weather risks.
- **Animal Access.** Animals are given access to exhibit spaces as well as night quarters during evening rentals. Their visibility is not guaranteed.
- **Set-up** of the facility may start when the Zoo closes at 4:00 p.m. and after regular Zoo visitors have exited the facility. With special arrangements, earlier set-up can sometimes be accommodated.

Client is responsible for set-up, break-down and clean-up including tables, chairs, linens etc. All break down and clean up must be completed before 9:00 a.m. the following morning. Otherwise, the client will be billed at \$25 per person-per hour for these services.
- **Alcoholic** beverages must be served by Service Systems Associates, who holds the liquor license for the facility. There will be a **\$100 set-up charge** for each bar and a \$75 charge for each bartender. The bar can be operated as a cash bar or as a hosted bar. If not on a cash basis, drink tickets may be used to determine consumption and variable costs, or a per-person cost may be used.
- **A clean-up fee** of \$250 may be enforced in the event the facility is not returned to the Society at the end of the event in its original condition, less normal wear.
- **The Balance** is due upon receipt of invoices. Depending on the event, additional payments may be required in advance. Final payment will be due after the event and on presentation of final invoice.

**VARIABLE COSTS:** Many items may be arranged by the client, or RPZS can handle them for you.

- Equipment: I.E. - tables, chairs, linens (fabric or plastic)
- Food and non-alcoholic drink.
- Special Equipment: stage, microphone, podium, dance floor, tent.
- Decorations: Client may arrange for their own decorations, but decorations must be approved. (i.e. balloons are not permitted).
- Special Electrical Requirements (Note: Electrical outlets are limited.)
- Special Lighting
- Entertainment and Music: If arranged by Client, prior approval by RPZS is required.
- Other special party planning needs as required and as approved by RPZS.