

# Zoo Rental Agreement

An estimated event cost worksheet will be provided for approval prior to event

\*Facility Deposit of \_\_\_\_\_ due with reservation. Received On \_\_\_\_\_

[\*Facility Deposit applies to rental, and all but 25% is refundable up to 14 days prior to event.].

**Balance due upon receipt of final invoice. (To be issued with in 15 days of event )**

- 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 RPZS.
6. Clients must comply with all safety rules specifically including, but not limited to:
  - Guests may not enter exhibits.
  - Guests may not feed animals.
7. Special equipment (banners, decorations) may not be brought into the Zoo without prior approval by RPZS.
8. Vegetation may not be removed by the client.
9. 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.
10. Facility must be left clean and free of trash after the event, otherwise a clean-up fee will be charged.
11. 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, RPZS 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 Reid Park 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 applies to the rental.
- **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.
- **Payment.** Payment of 75% of the signed cost estimate will be due prior to the event date. The invoice for the remaining balance will be issued within one week of the event date and is due within two weeks (14 days) of the event date.
- **Venues.** The Reid Park Zoological Society reserves the right to hold multiple events on the same night. The entire Zoo is available, although if there are multiple groups holding an event on the same date, each group is restricted from the other groups main location i.e. Event Gardens, Conservation Learning Center
- **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 all weather risks.
- **Animal Access.** Animals are given access to exhibit space 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. All break down and clean up must be completed before 9:00 a.m. the following morning.
- The client may be responsible for set-up, break-down and clean-up of equipment and decorations not provided by RPZS or SSA, including tables, chairs, linens etc. 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 to cover costs. 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.

**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 they 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.