Rental Information

Thank you for your interest in hosting your event at the Alaska Zoo. The Zoo offers a selection of venue spaces for the perfect wedding, reception, birthday, business luncheon or outdoor summer celebration. All proceeds from rentals help provide care for our animals and Zoo operations. Please review our venue options below, and fill out the contract pages that follow. If you have any questions prior to booking your event, please contact the Events Manager at the contact information above.

Gateway Hall: Capacity 150, includes available discounted Zoo admission

Available year-round, 7am-1am

Our modern, indoor meeting hall provides everything you need to host a successful event. From business luncheons to wedding receptions, the Gateway Hall is perfect for medium to large events. Included amenities: Multi-stall restrooms, optional podium for public speaking events, full kitchen (including fridge, stove, and microwave), free parking and easy access to gift shop and admissions. Available add-ons: Audio/Visual equipment (includes four synced televisions, a projector, two wireless microphones and DVD capabilities)

Please note: Grill use is not permitted in/around the Gateway Hall, and animal encounters are limited. The Gateway Hall contains Zoo employee offices.

Pricing and options:

<table>
<thead>
<tr>
<th>Gateway Hall</th>
<th>Additional Hours: $185 for each additional hour over initial four (4) hours</th>
<th>Optional Cleaning Fee: $200, see page 7 for details</th>
<th>Optional A/V Equipment Fee: $150, includes setup and testing of equipment and microphones</th>
<th>Optional Zoo Admissions: $350, includes 50 admissions during open hours**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Rate: $800, includes up to four (4) hours and full use of kitchen and facilities*</td>
<td></td>
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</tr>
</tbody>
</table>

* Rental cost includes setup and breakdown of tables and chairs by Zoo event staff

** Additional Zoo entries after the first 50 are discounted to $8/admission, over 40% off regular admission price
Greenhouse: Capacity 50, includes up to 50 Zoo admissions

Available year-round, during Zoo operating hours

Whether you’re hosting a small party or need additional space for a larger event, the Greenhouse is an elegant option for your guests. With beautiful greenery lining both sides of the room and artfully displayed overhead, the Greenhouse is a picturesque, indoor option with great opportunities for photography.

Included amenities: Located within the Zoo, the Greenhouse has easy access to multi-stall restrooms and the Zoo Coffee Shop. The Greenhouse includes a sink and countertop, power outlets, and rear-entry for easier load in/load out. Parking is free for Renters and your guests in the Zoo parking lot.

Available add-ons: White curtain backdrop and wrought-iron arch for weddings, Audio/Visual equipment (includes speakers and wireless microphones, microphone stands), and grill rental*

Please note: Rear-entry is available for load in/load out only. All guests/Renters must park in the Zoo lot.

Pricing and options:

<table>
<thead>
<tr>
<th>Greenhouse Rate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$600 Sun-Thu,</td>
</tr>
<tr>
<td>$700 Fri-Sat,</td>
</tr>
<tr>
<td>includes up to</td>
</tr>
<tr>
<td>four (4) hours and</td>
</tr>
<tr>
<td>up to 50 Zoo</td>
</tr>
<tr>
<td>admissions**</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$140 for each additional hour over initial four (4) hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Cleaning Fee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$75, see page 7 for details</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional A/V Equipment Fee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150, includes setup and testing of equipment and microphones</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Zoo Admissions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8/admission after the first 50, over 40% off regular admission price</td>
</tr>
</tbody>
</table>

*Grill Rental: $100 for the length of event – includes setup and breakdown by Zoo event staff

**Rental cost includes setup and breakdown of tables and chairs by Zoo event staff
South Lawn: Capacity 30, includes up to 30 Zoo admissions
Available June-August, 9am-9pm
Located next to the Alpaca, Camels, and the Zoo Coffee Shop, the South Lawn is a perfect venue for a small outdoor event. The South Lawn can also be booked as an additional space for a larger outdoor event, providing extra room for your guests to spread out or host activities. It has a great mixture of full sun and shady areas.

Included amenities: Located within the Zoo, the South Lawn has easy access to multi-stall restrooms and the Zoo Coffee Shop. The South Lawn includes available rear-entry for easier load in/load out. Parking is free for Renters and your guests in the Zoo parking lot.

Available add-ons: Audio/Visual equipment (includes speakers and wireless microphones, microphone stands), tent rental (see tent rentals, page 7 for options)

Please note: Rear-entry is available for load in/load out only. All guests/Renters must park in the Zoo lot. Grill rental is not available at the South Lawn.

Pricing and options:

<table>
<thead>
<tr>
<th>South Lawn Rate:</th>
<th>Additional Hours:</th>
<th>Optional Cleaning Fee:</th>
<th>Optional A/V Equipment Fee:</th>
<th>Optional Zoo Admissions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$425 Sun-Thu, $500 Fri-Sat, includes up to four (4) hours and up to 30 Zoo admissions*</td>
<td>$110 for each additional hour over initial four (4) hours</td>
<td>$150, see page 7 for details</td>
<td>$150, includes setup and testing of equipment and microphones</td>
<td>$8/admission after the first 30, over 40% off regular admission price</td>
</tr>
</tbody>
</table>

*Rental cost includes setup and breakdown of tents, tables and chairs by Zoo event staff
North/Main Lawn: *Capacity 250, includes up to 150-200 Zoo admissions*

Available June-August, 9am-9pm

Planning a family gathering, company picnic, or outdoor wedding? The North/Main Lawn is the perfect venue for your big event, including a stage for live music, speeches or ceremonies and enough space for over 200 guests, right in the heart of the Zoo.

*Included amenities:* Located within the Zoo, the North/Main Lawn has easy access to multi-stall restrooms and the Zoo Coffee Shop. Electrical outlets are located at the stage pavilion and around the lawn itself. The North/Main Lawn includes available rear-entry for easier load in/load out. Free parking. *Available add-ons:* Audio/Visual equipment (includes speakers and wireless microphones, microphone stands), tent rental (see tent rentals, page 7 for options), grill rental*

*Please note:* Rear-entry is available for load in/load out only. All guests/Renters must park in the Zoo lot.

**Pricing and options:**

<table>
<thead>
<tr>
<th>Main Lawn Rate:</th>
<th>Additional Hours:</th>
<th>Optional Cleaning Fee:</th>
<th>Optional A/V Equipment Fee:</th>
<th>Optional Zoo Admissions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1450 Sun-Thu, $1650 Fri-Sat, includes up to six (6) hours and up to 150 Zoo admissions**</td>
<td>$225 for each additional hour over initial six (6) hours</td>
<td>$150, see page 7 for details</td>
<td>$150, includes setup and testing of equipment and microphones</td>
<td>$8/admission after the first 150, over 40% off regular admission price</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Main Lawn &amp; Greenhouse Rate:</th>
<th>Additional Hours:</th>
<th>Optional Cleaning Fee:</th>
<th>Optional A/V Equipment Fee:</th>
<th>Optional Zoo Admissions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1900 Sun-Thur, $2100 Fri-Sat, includes up to six (6) hours and up to 200 Zoo admissions**</td>
<td>$310 for each additional hour over initial six (6) hours</td>
<td>$200, see page 7 for details</td>
<td>$150, includes setup and testing of equipment and microphones</td>
<td>$8/admission after the first 200, over 40% off regular admission price</td>
</tr>
</tbody>
</table>

*Grill Rental: $100 for the length of event – includes setup and breakdown by Zoo event staff*

**Rental cost includes setup and breakdown of tents, tables and chairs by Zoo event staff
Rental Contract

Date(s) of Rental Event: 

“Renter”:
(Organization or Individual)

Renter Billing Address (street address, city, state, zip):

Renter Contact Person 1: 
Email:

Renter Contact Person 2: 
Email:

Rental Event Information: (see pages 1 – 4 for pricing and details)

<table>
<thead>
<tr>
<th>Event Type/Title:</th>
<th>Number of Guests:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renter Contact Person during Rental 1:</td>
<td></td>
</tr>
<tr>
<td>Renter Contact Person during Rental 2:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facility 1:</th>
<th>Facility 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Set Up Start Time:</strong> (Start of Rental Time)</td>
<td><strong>Set Up Start Time:</strong> (Start of Rental Time)</td>
</tr>
<tr>
<td>Event Start:</td>
<td>Event Start:</td>
</tr>
<tr>
<td>Event End:</td>
<td>Event End:</td>
</tr>
<tr>
<td><strong>Clean Up Finish Time:</strong> (End of Rental Time)</td>
<td><strong>Clean Up Finish Time:</strong> (End of Rental Time)</td>
</tr>
<tr>
<td>Total # of Rented Hours:</td>
<td>Base Rate Facility 1:</td>
</tr>
<tr>
<td>Add'l Hours ______ X $ ______ = $</td>
<td>Beyond base rate hourly rate</td>
</tr>
<tr>
<td>Audio/Visual:</td>
<td></td>
</tr>
<tr>
<td>Basic Clean Up/Garbage by Zoo:</td>
<td></td>
</tr>
<tr>
<td><strong>Other Additions:</strong></td>
<td><strong>Other Additions:</strong></td>
</tr>
<tr>
<td>Add’l Admissions:</td>
<td>Add’l Admissions:</td>
</tr>
<tr>
<td>Grill:</td>
<td>Grill:</td>
</tr>
<tr>
<td>Tents:</td>
<td>Tents:</td>
</tr>
<tr>
<td>Animal Encounters:</td>
<td>Animal Encounters:</td>
</tr>
<tr>
<td>Tours:</td>
<td>Tours:</td>
</tr>
<tr>
<td><em><em>Facility 1 Estimated Total</em> $</em>*</td>
<td><em><em>Facility 2 Estimated Total</em> $</em>*</td>
</tr>
</tbody>
</table>
Please select any additional services, equipment and activities your event requires.

Please note that some services require reservation 7-14 days in advance of your event, including but not limited to: table layouts, tents, behind-the-scenes tours and animal encounters.

Tables & Seating  No additional charge
The Zoo can provide limited tables and seating for rental events free of charge, if requested. Refer to the list below for an approximate inventory available at each facility. Upon completion of the contract, you will be provided with a diagram of your event space for designing purposes. Zoo rental staff will provide setup of tables and chairs prior to your arrival time according to the layout design provided by Renter. Renter must provide drawing of desired setup no later than 7 days prior to the event. If no drawing is provided, setup may occur during paid rental time in the facility.

Greenhouse (seating for up to 50)
North/Main Lawn (seating for up to 100)
South Lawn (seating for up to 30)
Qty. 20 – 6ft round tables
Qty. 1 – 8ft rectangular table
Qty. 4 – 6ft rectangular tables
Qty. 6 – 6ft rectangular tables
Qty. 101 – folding chairs
Qty. 3 – trash cans
Qty. 1 – recycling bin

Gateway Hall (seating for up to 150)
Qty. 20 – 6ft round tables
Qty. 4 – 6 ft rectangular tables
Qty. 3 – 4 ft rectangular tables
Qty. 128 – cushioned folding chairs
Qty. 5 – trash cans
Qty. 3 – recycling bins

Note: Tables and chairs are shared between the Greenhouse and both Lawns

Renters are permitted to bring in outside tables and chairs from other sources, but time for delivery and pickup of these items must occur during paid rental time and be coordinated in advance with Zoo rental staff at least 7 days before your event.

The Alaska Zoo does not provide linens. If these items are desired they must be provided by Renter.

Optional Add-Ons  Prices vary
The Alaska Zoo offers these additional services and equipment to help make your event a successful one. For an accurate estimate, please add these to your costs line on page 5 of this contract.

- Event Planning/Logistics  $500 per event  \( \times \text{________} = \text{________________} \)
  Renters may add a logistics and event planning component, which includes research and coordination of vendors, day-of logistics including scheduling of event activities, assistance with decorations, and other duties as agreed upon by Renter and Zoo staff.

- Audio/Visual Equipment  $150 per facility  \( \times \text{________ facilities} = \text{________________} \)
  Renters must confirm with Events Manager that A/V equipment is available at least 14 days prior to event. Audio options: Speakers, sound board, wireless microphone(s), audio plugin for laptop or music players Video options: Flat screen TV (1 in Greenhouse/Lawn, 4 in Gateway Hall), projector/screen in Gateway Hall
Basic Cleanup & Garbage Removal

See facility cost sections for price $_____________

Adding on the cleaning fee includes a member of Zoo staff performing the following tasks: wiping down countertops, tables and chairs, vacuuming/sweeping floors, collecting and removing trash from venue. Additional cleaning fees will be assessed for extensive labor, carpet cleaning after spills, etc. at a rate of $75/hour per person cleaning in addition to the base fee. The Zoo provides garbage bags and receptacles. If Renter chooses not to add this option to their rental contract, all of the above tasks are the responsibility of the Renter and must be completed by the end of the paid rental time. Failure to do so will result in the basic cleanup fee being assessed after the event. An additional $75 fee will be assessed for use of glitter and/or confetti in the Gateway Hall or Greenhouse. An additional charge will be assessed in the event of damage to the Gateway Hall carpet.

Grill Rental (for use at Greenhouse and North/Main Lawn only) $100

Includes an industrial gas grill and propane. Zoo event staff will setup grill and prepare it for use and ensure it is clean prior to event. If Renter has not selected basic cleanup and garbage removal option, Renter is responsible for basic cleaning of the grill after their event.

Tent Rentals  Prices vary

Tent rentals include setup and breakdown by Zoo event staff. Tent rentals must be coordinated at least 14 days in advance with staff to ensure availability and adequate staff for setup and breakdown.

<table>
<thead>
<tr>
<th>Tent Size/Quantity</th>
<th>Cost Per Unit</th>
<th>No. of Tents Requested</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’x10’ square (8 avail)</td>
<td>$65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10’x20’ rectangle (1 avail)</td>
<td>$130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20’x20’ square (1 avail)</td>
<td>$210</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1040sf hexagon (2 avail)</td>
<td>$850</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Estimated Tent Rental (add to page 5) $_____________

Renters are permitted to bring in outside tents from other sources, but time for delivery and pickup of these items must occur during paid rental time and be coordinated in advance with Zoo rental staff at least 7 days before your event.
Animal Encounters & Behind-the-Scenes Tours
Make your event especially memorable with an Animal Encounter or a Behind-the-Scenes tour. These events require special handling, and must be reserved at least 14 days prior to your event. Please contact the Events Manager for availability and scheduling.

☐ Animal Encounter $95 each animal presented x______ (# of presentations) = $____________
Animal(s) requested: ___________________________________________
During each encounter, a zookeeper provides a “show-and-tell” presentation with one of our Zoo animals. Guests will enjoy an up-close look and opportunity to ask the zookeeper about the animal. (Petting is not permitted)
Restrictions and rules: Requests must be made and, upon approval/availability, pre-paid at least 14 days in advance. Animal availability is limited and at the Zoo Curator’s discretion. The Zoo will always act in the animal’s best interest and on rare occasions an animal encounter may be cancelled or changed to a different animal. In case of cancellation with no replacement, fee will be refunded to the original payment method.

☐ Behind-the-Scenes Tour $95 each group x_______ (# of tours) = $___________
Tour one or more of the Zoo animal exhibits with special access behind the scenes. A tour guide will take guests behind the scenes and provide a presentation of the animal(s). Each tour is approximately 20-30 minutes in length.
Restrictions and rules: Tour group size is limited to 20 persons at a time and charged per group. Larger parties are subject to multiple fee charges if multiple tours are desired. Requests must be made and, upon approval/availability, pre-paid at least 14 days in advance. Knowledgeable tour guide availability is limited. In the case of a Zoo-initiated cancellation with no replacement, fee will be refunded to the original payment method.
Terms and Conditions

Renter hereby agrees to the following terms regarding the use of the above-selected Alaska Zoo facilities and resources. Please contact the Events Manager with any questions prior to initialing the following sections.

I, ________________________________, am designated as the Renter’s Responsible Party. I certify that I am at least twenty-one (21) years or older and must be present throughout the entire event. I agree that all attendees of this event will abide by the rules of this agreement:

_____ VIEWING OF FACILITIES PRIOR TO RENTAL

- Rental facilities are shown by appointment only with Zoo event staff. Please contact the Events Manager at the email or phone number above to schedule a time to view the facilities.
- Once a contract has been signed, Renters may schedule up to two (2) additional viewing appointments prior to the event at no charge, up to one hour each.
- Additional appointments for viewings will incur a $35 fee per each half hour increment.
- Lawn facilities may be viewed free of charge with regular Zoo admission

_____ ZOO OPERATIONS

- The Zoo will remain open to the public during normal hours of operation; no event may rent the entire Zoo grounds. Parking will not be reserved specifically for your event.
- Zoo staff will be performing usual tasks throughout the Zoo at any given time, and interference with these duties may result in the expulsion of the event from Zoo grounds.
- In the event of an expulsion, Renters will not be refunded for the costs of the rental.
- All rental participants must stay on Zoo trails and abstain from climbing on, sitting on, and leaning on fencing and other barriers.
- Children 12 and under must be supervised by an adult at all times at a ratio of no more than 5 children to 1 adult.
- Anyone feeding, petting, yelling at, throwing things or otherwise harassing the animals in any way will be escorted off Zoo grounds and may be suspended from visiting the Zoo in the future.

_____ RENTAL EVENT PROTOCOL

- Renter’s total rental time includes setup, deliveries, and cleanup time following the event. The renter and any vendors (DJ, caterer, etc.) may not arrive before the scheduled rental time as the Alaska Zoo has other programs and activities scheduled on an ongoing basis.
- Renter shall provide the Events Manager with contact information for any caterer or vendor being used to confirm delivery times, allowed items, and accessibility.
- The Event Manager will be the Renter’s contact person at the Zoo for all coordination and payments. Event staff will greet the contact person upon arrival, remain on Zoo grounds, and provide Renter with a direct phone number to reach them during the event if assistance is required. Other Zoo staff are not to be disturbed unless there is an emergency requiring medical, fire, or police services.
- Decorations must be attached to surfaces with tape or string. No nails or tacks are permitted in the Greenhouse or the Gateway Hall. Decorations may not be hung from light fixtures or sprinklers.
- Gateway Hall winter holiday decorations will remain in place unless the Renter requests their removal (an additional $225 fee).
- Rear entrance for the Greenhouse/Lawn events is for staff and event loading and unloading only. All Renter parking will be in the upper or lower Zoo parking lots. The only exception is for caterers who require vehicles to serve from during Greenhouse/Lawn rentals.
Any guests entering the Zoo must enter at Zoo Admissions, standing in line if necessary, and declaring that they are with Renter’s party to receive admittance. Everyone entering the facility will be counted by Admissions staff. Check with the specific facility, the Event Manager, or rental coordinator to verify the number of free admissions, if any, the event includes. Additional admissions will be billed at the rates quoted on pages 1-4.

Renter is responsible for all party guests, caterers, and persons involved with Renter’s event, except Alaska Zoo staff.

Renter is responsible for cleaning up after rental event, unless arranged with Events Manager and basic cleanup/garbage removal fee is paid. Renter will return the space to the condition in which it was entered, including but not limited to: removal of decorations, rounding up trash, wiping down tables, vacuuming/sweeping floors, etc. Cleaning supplies can be provided. Messes left behind will result in cleaning fees billed to Renter at rates quoted on pages 1-4, plus $75 per hour per person needed for extensive cleanup.

The use of any glitter or confetti incurs an additional $75 fee.

In the event of an emergency, contact the Alaska Zoo Event Manager at the number above, any Zoo staff in person, and/or call 911. Use the closest emergency exits if necessary. Fire extinguishers are visible in the Gateway Hall kitchen, Gift Shop, and the Coffee Shop. First Aid kits are available in the Gateway Hall kitchen, Admissions, the Gift Shop, and the Coffee Shop. The Coffee Shop contains an AED device.

_____ PROHIBITED ITEMS/ACTIVITIES

RENTER IS RESPONSIBLE FOR MAKING SURE GUESTS, PARTY PLANNERS, AND VENDORS ARE AWARE OF THE RESTRICTIONS BELOW. IF ANY OF THE BELOW ITEMS NOT ALLOWED ARE BROUGHT INTO THE ZOO, THEY WILL BE TAKEN AND/OR REMOVED BY EVENT STAFF.

- Balloons are prohibited from Zoo grounds, as they pose a hazard to our animals. There will be no exceptions.
- Small balls (tennis ball-sized or smaller) are not allowed in the zoo. They present a choking hazard to our animals.
- Noise makers, party poppers, and other loud noise-making items are not allowed within the zoo. These items will agitate or scare our animals. However, these items may be allowed in the Gateway Hall with permission from the Events Manager and/or Executive Director.
- Candles (other than on a birthday cake) could be permitted, as long as the candles are contained in non-tipping and non-flammable containers and only with permission from the Event Manager and/or Executive Director.
- Weddings are prohibited from tossing rice, in consideration of our avian wildlife. Consider alternatives such as blowing bubbles or tossing bird seed. Tossed items must be approved ahead of your event by the Event Manager and/or Executive Director.
- Outside plants may not be brought into the Zoo, they can potentially contaminate Zoo plant life. Only wedding bouquets, boutonnieres, corsages or contained floral arrangements placed away from Zoo plants are permitted.
- Zoo plants and trees, potted or otherwise, may not be moved or trimmed in any way.
- No live animals may be brought to the Zoo, as they pose a threat to the health and safety of our animals.
- Outdoor grilling/barbequing is only permitted outside the Greenhouse or with permission on the North/Main Lawn. The ground must be protected from grease drippings, as it will attract wildlife. Grills are not permitted in/around the Gateway Hall location.
- Smoking and vaping is not permitted within Zoo grounds or inside any building.

_____ALCOHOL POLICIES

- Renter must notify the Event Manager at least 14 days prior to rental event if alcohol will be present during the event.
• Only beer, wine, wine-coolers and champagne are allowed. Hard liquor is not permitted and will be confiscated by rental staff if brought onto Zoo grounds.
• Alcoholic beverages are only permitted in the rental facilities, not in public access areas or the Zoo (such as the trails or Coffee Shop).
• Alcoholic beverages must be handled by a server with a current TAM card, which must be carried on all persons serving, or photocopied and kept on file by the Event Manager. No self-serve bars are allowed.
• For any rental event serving alcohol with more than 75 persons in attendance or for longer than four (4) hours, Renter must hire a licensed and bonded security guard at their own expense. There must be one guard per 50-75 guests.
• The Zoo reserves the right to “cut off” alcohol consumption at any time and/or end the rental early should the Event Manager believe that the event has gotten out of control. This is to ensure the safety of other Zoo guests, the animals, and the Zoo property.

PAYMENT TERMS

DEPOSIT
• A deposit of at least the facility base rate for each facility being rented is required at the time of booking in order to secure the date and facilities requested. The booking deposit goes toward your total rental cost and is therefore non-refundable, except in the case of a valid cancellation (see cancellation policies below).

BALANCE
• The remaining balance of the estimated costs is due 14 days prior to your event.
• If the rental occurs unanticipated costs, such as last-minute addition of services, equipment or cleaning fees, those will be billed to the Renter immediately following the rental event and charged to the method of payment on file.

METHODS OF PAYMENT
• The Zoo accepts cash, checks and credit cards.
• Credit card payments may be made in person or by phone to the Event Manager at the number above.
• Checks should be made payable to the Alaska Zoo. Checks can be mailed to the address above, attention: Event Manager
• Cash is accepted only by appointment with the Event Manager. Alaska Zoo is not responsible for cash payments given to anyone except the Event Manager.

LATE PAYMENTS
• If remaining balance of estimated costs is not received by 14 days prior to rental, the Zoo assumes the rental has been cancelled without notice. Therefore, the deposit is forfeit and the area can be rebooked by another renter.
• Outstanding bills for final payment of more than 30 days following the rental event, are subject to a late fee of 3% of the remaining balance, to be charged monthly until payment is received.
• Please see “credit card guarantee and damages” below

REFUNDS
• Refunds of the booking deposit or total estimated costs paid may be made if the event is cancelled in writing with at least 30 days’ notice prior to rental date. Otherwise, rental times reserved but not used, or services requested but not partaken, are not eligible for refund (see cancellation policies below).
• Weather conditions do not warrant a refund unless the Zoo closes for public safety and facility is rented within Zoo grounds.
CANCELLATION AND DATE CHANGE POLICIES
• Cancellations must be made in writing 30 or more days prior to the rental event in order to be eligible for a refund of the deposit.
• Rental times and/or services cancelled with fewer than 30 days’ notice are non-refundable.
• A change of the rental date and/or times are subject to availability. Only one rental date/time change is allowed per deposit for date.

TERMS OF USE
The Renter shall indemnify, defend and hold the Alaska Zoo harmless for any claims, lawsuits, or liability of any kind due to property damage, personal injury or death occurring as a result of the indemnifying party’s negligence of breach of the terms of this contract.

The Zoo may, at its discretion, require the Renter to furnish a Certificate of Insurance. Such insurance shall designate “The Alaska Zoo, its officers, employees and agents” as an additional insured under the policy.

Renter is responsible for informing its participants of this Agreement’s rules as applicable to their conduct at the Zoo.

If Renter intends to use third-party contractors to conduct any portion of the Renter’s event, Renter must notify the Alaska Zoo and provide proof that the contractor is licensed and insured against loss, including, in particular, worker’s compensation insurance, with other coverage levels and types deemed sufficient by the Alaska Zoo.

Subject to the terms within this contract, Renter agrees to rent the Zoo’s facilities for the specified date and times and with the additional items listed. Renter understands that no reservation is guaranteed until the Zoo has approved the date, this agreement has been signed by an authorized representative of the Zoo, and the deposit for each facility has been paid.

AUTHORIZATION
Renter has read and understands the conditions and rules of the Alaska Zoo Rental Agreement. Renter understands that, once the Zoo has approved the listed event date and times, any change shall require written Zoo approval and may be subject to additional cost. Renter understands that if Renter cancels a reservation the Renter must submit a written notice a minimum of 30 days prior to the scheduled function; otherwise Renter will be responsible for the area rental fee if the area cannot be re-rented. The signature below verifies that the Renter’s Authorized Representative has the authority to enter into this agreement and agrees to abide by its terms.

___________________________________  ______________________________________  ____________
Renter’s Representative (Print/Type)  Signature of Renter’s Authorized Representative  Date

___________________________________  ______________________________________  ____________
Alaska Zoo Representative (Print/Type)  Signature of Alaska Zoo Authorized Representative  Date

Signature below indicates that the reservation of facilities for the date(s) and times within this agreement have been approved by the Alaska Zoo.
Credit Card Authorization

Renter provides the credit card *information* below as a guarantee of payment for any damages that may occur during my rental times to Alaska Zoo property and/or cleaning fees if the areas are not left in a suitable manner. Renter understands that Renter will be given an itemized list of any day of additional charges before payment is processed. In the event of damages to Zoo property, Renter understands that Renter will be notified at a later date of the costs that will be incurred to repair or replace (if unable to be repaired), including the time of the Zoo maintenance staff to do any repairs. Renter gives permission to charge on this card for damages, cleaning fees, or last minute added rentals not previously paid for on the day of my rental event unless other arrangements have been made with the Zoo Rental Coordinator or the Zoo Director.

Name on card: ________________________________________________________ Statement zip code: ______________

Credit card #: ______________________________________________________ Exp: _______________ V-code: _________

Renter agrees to pay as outlined above, Signature: _________________________ Date: _______________

*Credit card information will be kept confidential and will be destroyed after final payment has been received.

ANY OUTSTANDING CHARGES AFTER AN EVENT HAS OCCURRED WILL BE CHARGED TO THE CARD ON FILE WITH OR WITHOUT NOTICE BY THE EVENT MANAGER. EVENTS MANAGER WILL PROVIDE AN INVOICE OF ADDITIONAL CHARGES TO THE EMAIL ON FILE IN THIS AGREEMENT.