

SEDGWICK COUNTY ZOO

EVENT PLANNING GUIDE

The following information will help assist you in the planning of your event. You can choose to hold your event during our regular Zoo hours or enjoy a special time by scheduling your event after the Zoo closes to the public. We suggest you schedule your event early as dates fill up quickly!

PLANNING FOR EVENTS DURING REGULAR ZOO HOURS

8:30 AM – 5:00 PM (March 1- November 1)

Group admission rates:

For groups over 20 people

Ages 12 years and older	\$8.00
Ages 4-11 years	\$4.50
Ages 3 and under	FREE
Zoo members	FREE

Picnic Area Rental:

- **Big Bear Watering Hole: 20 - 120 people** **\$200.00/3 hours**

A covered picnic area overlooking the water in a peaceful setting. Picnic tables are included in the cost of the rental.

- **Veldt Tent: 150-200 people** **\$250.00/3 hours**

An open-air tent with picnic table seating for 150-200 in a central location near the veldt event field.

- **Pavilion: 300 - 500 people** **\$900.00/3 hours**

This open-air covered pavilion is perfect for company parties, corporate events and elegant sit down dinners. It features a deck overlooking a small pond and the grizzly bear exhibit. Permanent picnic table seating for 60 people is included in the rental price. See "extras" for additional seating rental.

Cargill Learning Center – a variety of areas and prices are available.

Please contact us for more information.

Prices are for facility rental only and do not include admission to the Zoo.

Molson@scz.org

5555 Zoo Blvd, Wichita, KS 67212
Phone 316.266.8252 Fax 316.266.8263

PLANNING FOR AFTER HOURS

The Sedgwick County Zoo is available to host your event after regular Zoo hours. Your guests will enjoy exclusively the magic of the Zoo from 5:00 pm to 8:00 pm

After Hours Group Admission Rates:

Ages 4 years and up	\$5.00
Ages 3 and under	FREE
Members	FREE

Picnic Area Rental:

Big Bear Watering Hole	20-120 people	\$200.00/ 3 hours
Veldt Tent	200 people	\$250.00/ 3 hours
Pavilion	300-500 people	\$900.00/ 3 hours
Downing Gorilla Forest	70-80 people	\$2000.00 evening* (Call for more details)

Exhibit Rental:

3 Exhibits: \$1000.00

- Koch Chimpanzee & Orangutan Habitat
- African Veldt (includes the Pride of the Plains exhibit)
 - Downing Gorilla Forest

9 Exhibits: \$2000.00

- Koch Chimpanzee & Orangutan Habitat
- African Veldt (includes Pride of the Plains exhibit)
 - North American Prairie
 - Jungle - closes 1 hour before dark
 - Amphibians & Reptiles
 - Children's Petting Farms
 - Australia/South America
 - Downing Gorilla Forest
 - Cessna Penguin Cove

- **Additional security charge of \$50.00 per hour applies to after hour events.*

Downing Gorilla Forest Tent Room: 70-80 people \$2000.00/ 3 hours

Enjoy an evening with the Gorillas. This venue is available after hours at the Downing Gorilla Forest building. Round tables and chairs are provided (linens are not provided) for your event. This price includes admission, exhibit, tram ride to and from the exhibit and security for the evening. *May through August bookings include outdoor viewing of gorillas.*

EXTRA ADVENTURES

For some really *wild* fun, schedule the following into your plans.
Extra adventures must be booked 2 weeks in advance.

Animal Demonstrations

Reptile - A Zoo keeper will bring a reptile to your picnic for an informative, up close and personal experience!
Approximate time: 20 minutes/ \$40.00 each
(Animal Demos available April – Sept only)

Elephant Painting Demo - See one of our elephants create a work of art, followed by Q & A with a zookeeper. You may purchase the painting created at your demo by contacting the event coordinator.
Approximate time: 20 minute demo/\$110.00

ZooLabs – *must be booked 2 weeks in advance*

The Zoo Lab program uses trained interpreters to present animal artifacts such as skulls, feathers and hides in an interesting and educational manner. These volunteers are prepared to answer questions about the hands-on items, and will provide information about the animals they represent. Schedule one of the ZooLabs to come right to your event. ZooLab is enjoyed by people of all ages. Approximate time: 1 hour/\$60.00

African Veldt ZooLab - Learn about African elephants, reticulated giraffes, black rhinos and Nile hippos. You will get to feel the hide of a giraffe, hold an elephant tusk, and touch a rhino horn and more.

Jungle ZooLab - The world's jungles abound with birds, reptiles, and primates - and don't forget the bats. Many colorful feathers, shed snakeskin, a fruit bat skull and even an orangutan skull can be seen up close.

North American Prairie ZooLab - Meet some of our own homegrown animals that might be rare or extinct in Kansas as you examine a black bear skull, grizzly bear fur, deer antlers, and even feel the quill of a porcupine.

Pride of the Plains ZooLab - Lions, warthogs, meerkats and African wild dogs are the stars of this cart. You can compare the skulls of all four animals, touch the fur of a lion, and even feel one of its claws.

Gorillas - The Downing Gorilla Forest Zoo Lab cart offers a fun and exciting way to learn about the animals living in central and South African forests. Get a peek at what a gorilla may have had for breakfast, compare the size of your hand to that of a gorilla's, or touch a flamingo feather.

Penguin ZooLab - Explore the South American coast by examining a Humboldt penguin nest replica, barnacles and mollusks. You will also get to discover what these penguins eat and how zookeepers can tell them apart.

Zoo Lab Carts are not structured programs but meant to help educate your guests on a casual one to one basis. Trained docents conduct all Zoo labs.

EXTRA ADVENTURES (CON'T)

ZOO BUCKS \$1.00 each

These are great treats for any age. You may give these to each guest in any amount you wish, for redemption at any food or gift location in the Zoo. Also good for boat rides when in season. **A one-week advance notice is needed to prepare Zoobucks for your event.**

ZOO KEYS \$3.00

ZooKeys are designed for children ages 4 to 12. The "key" is made of molded plastic in the shape of an animal. It has two sides, one for the jingle and one for the educational information about the exhibit. There are 22 Zoo Key boxes located around the zoo. These make a great souvenir that can be used on return visits.

RIDES

Boat Rides – AFTER HOURS – \$300.00 FOR 2 HOURS

Tram Rides – AFTER HOURS – \$200.00 FOR 2 HOURS

TABLES & CHAIRS

8' Tables \$9.00 each

Chairs \$.85 each

Setup/breakdown charge \$50.00

For events that necessitate seating for more than 700 guests, tables and chairs will need to be rented from an outside rental company and billed directly to your company.

SOUND SYSTEM \$100.00

For Pavilion use only - Great for your bingo game, presenting awards or making announcements at your event. Please notify coordinator in advance.

GIFT CERTIFICATES-

These are great as a door prize, employee appreciation or thank you.

Gift Certificates can be purchased in any amount and are good for an entire year from the date of purchase.

ZOO MEMBERSHIP

Do you give the same employee incentives every year, same old movie tickets and dinner certificates? ***GO WILD*** this year; give them 364 days & nights of family adventure instead of just one! Call 266-8211 for more information on a corporate campaign for your employees

ZOO PALS (ADOPT-AN-ANIMAL)

This program allows everyone to contribute to the well being of Zoo residents by offsetting the costs to feed and care for them. Ask about our Zoo Pal animal adopt program. Have your corporation's name added to our Animal Recognition Board, plus many more benefits, by supporting this program. Adopts range from \$25.00 to \$500.00.

CATERING MENU

GAZEBO GRILL PICNICS

As of January 1, 2008, Sedgwick County Zoo will be the exclusive caterer for all events.

Menu selections are required four (4) weeks in advance of your event.

In order to assure both food quality and safety, we offer buffet style service for one hour. With advance notice, arrangements can be made to accommodate latecomers to your picnic.

All meals are served on eco-friendly disposable tableware.

BBQ Beef Sandwiches & Hot Dogs \$7.25

Potato Salad
Baked Beans
Potato Chips
Cookies
Iced Tea & Water

Hamburgers & Hot Dogs \$7.75

Potato Salad
Baked Beans
Potato Chips
Cookies
Iced Tea & Water

Roast Beef and Baked Chicken \$9.50

(For caterings of 75 people or less)
Green Beans w/ bacon
Baked Potato w/sour cream & butter
Mixed Fruit Cobbler
Iced Tea & Water

Unlimited Sodas \$2.00 per person

(Sodas served during serving time only)

*Children 4-11 years are ½ price.

*Children 3 years and under eat *FREE*

Executive Box Lunches \$7.25

Order a box lunch for your next meeting at the Zoo and we will deliver lunch to your meeting place. One week advanced notice please.

Ham or Turkey Sandwich on Deli Roll with lettuce, cheese and condiments
Chips

Pick 2 of the following side items:

Cottage cheese, three- bean salad, pasta salad, cole slaw, or potato salad

Cookies

Bottled water

Kids Sack Lunch \$5.00

One week advance notice please.

Ham, Turkey, PBJ sandwich or Hotdog
Chips

Apple

Krispie Rice Treat

Soda

Breakfast Meetings \$5.50

Danish assortment

Bagels/cream cheese

Coffee

Juice

Vegetarian Substitutions Available
Upon request

PICNIC WORKSHEET

Group Name _____

Date: 1st choice _____
2nd choice _____

Picnic area time:(3 hours) _____ **Serving time:(1 hour)** _____

Estimated Attendance Adults 12 & older _____
Children 4-11 yrs _____
Infants 3 & under _____
Total Attendance _____

Guaranteed catering numbers due 2 weeks in advance _____

Picnic Facility Pavilion _____ Veldt Tent _____ Big Bear Watering Hole _____ Downing Gorilla Forest _____ Other _____

Menu _____ **Sodas: yes or no**

After Hours- please list

Exhibits Open _____

Boat Rides _____ Train Rides _____

Demo's _____

Misc.

*Number of Zoo Bucks _____ (1 week advance notice required) *Membership _____

* Number of Zoo Keys _____ *Animal Adopts _____

*Number of Wristbands _____ *Number of
(For after hour events) Tables & Chairs _____

*Sound System _____

Note: Please list all activities planned for your event. Example: Bingo, award ceremonies, door prizes, misc.

Please provide your own wagons or dollies for transporting your prizes, awards and miscellaneous staging materials.

Sedgwick County Zoo Facility Use Agreement

We want your Zoo experience to be as positive as possible. Please help us by reading the following rules, then initial and sign where indicated. To secure your event date, return this agreement with the non-refundable deposit within thirty (30) days after booking your event.

COMPANY NAME:

CONTACT PERSON:

ADDRESS:

ZIP:

PHONE:

FAX:

E-MAIL:

EVENT:

EVENT DATE:

TIME OF PICNIC RENTAL: _____ (3 HOURS)

CATERING TIME: _____ (1 HOUR)

LOCATION: PAVILION BIG BEAR WATERING HOLE DOWNING GORILLA FOREST

CARGILL LEARNING CENTER _____ OTHER _____

_____ Fees

Deposits

- To reserve an event date at the Sedgwick County Zoo (SCZ), a non-refundable deposit of \$300.00 for the Pavilion, Tent, Prairie Landing, or Downing Gorilla Forest) along with a signed copy of this agreement, must be returned to SCZ within 30 days after tentatively scheduling the event date.
- The deposit for the Cargill Learning Center will depend on the area rented.
- Non-refundable deposit fees will be applied towards the final bill.

Admission Fees

Discount group admission ticket prices:

\$ 8.00 per adults 12 years and older

\$ 4.50 per children 4 years to 11 years

FREE for children 3 years and under

*After hours admission price - \$5.00 per person for persons over 4 years of age. Animal Exhibits are closed after hours and must be rented in order to view animals.

*Zoo members admitted free. Membership number must appear on each ticket used.

- Group tickets will be collected at the SCZ ticket window and billed based upon the total number of redemption's. Tickets remain the property of SCZ until office personnel have counted them.

Rental Fees

Pavilion \$900.00 (additional charges for tables and chairs apply)

Tent \$250.00 (tables and chairs for 200 included)

Big Bear Watering Hole \$200.00 (picnic table seating provided)

Downing Gorilla Forest \$2,000.00 (up to 12 tables and 96 chairs provided)

Cargill Learning Center (options and pricing varies)

Misc. Fees

Other fees may apply depending on additional items you choose to add to your event.

Outside vendors must be pre approved and a charge of \$100.00 will be added to your event.

Payment of Fees

- All fees incurred by the User not paid in advance will be billed to the User by SCZ. Payment is to be made by the User to SCZ within 30 days of the event date. Late payments may be subject to a 1 1/2% monthly interest fee. All payments more than 60 days past due may be turned over to a collection agency for payment. The User agrees to pay all costs of collection, including reasonable attorney's fees. The User and the User's agent are jointly and severably liable for payment of the fees.
- Tax-exempt organizations must include a copy of the tax-exempt certificate with the completed facility use agreement. If proof of exemption is not provided with the Facility Use Agreement, the Zoo may charge applicable tax.
- All picnics are subject to local and state sales taxes of 6.3%

Scope

- No outside catering is permitted. All food and beverages to be provided by Sedgwick County Zoo.
- **A detailed schedule of the day's events and activities, must be provided to SCZ at least 10 business days prior to the event and shall be subject to Sedgwick County Zoo's approval.**
- The Zoo requests the right to preview invitation notices to be sent to your employees/guests prior to printing and distributing.
- No person, firm or corporation shall rent the Zoo for the purpose of generating funds for any organization or purpose that is not in direct pursuit of the Zoo's mission.
- SCZ reserves the right to determine appropriate activities that may be conducted by User at its event.
- The Zoo has the right to limit any equipment on Zoo grounds including vending machines, amusement rides or games.
- All rentals of the Zoo must meet all Zoo policies as well as city, county, state and federal law and ordinances, which apply to the event.
- **For daytime events with estimated attendance over 1,000 guests, you will be required to rent 8 additional curb carts for trash, and 3 portable bathrooms one of which should be handicap accessible from a local company. This will need to be billed directly to you from the vendor.**

Decorations

- All signage, banners, and organizational logos must be approved by SCZ in order to be displayed on Zoo grounds.
- SCZ reserves the right to dictate where such signage/banners will be placed.
- Balloons, piñatas, roller blades, "wheelies", straight pins, balls, Frisbees, small objects, or any item that may cause harm to SCZ animals, employees or visitors are not permitted.
- All tents must be rented from the Zoo unless noted on the contract.

Staff

- A security monitor will be on grounds for the safety of the guests as well as for the safety of Zoo property during the entire time of the User's event.
- A \$50.00 security charge per hour will be added to any event that extends past normal Zoo hours.
- SCZ will not provide staff to unload or load user vehicles or transport items.

Maintenance

- SCZ will provide normal cleaning of the premises. Extra cleaning due to activities of the User's event will be billed and deducted from the user's deposit.

Entertainment

- Entertainment for an event is the responsibility of the User and subject to the following:
SCZ reserves the right to not allow a musical or entertainment act based on visitor and/or animal safety concerns, noise restrictions or power requirements.
SCZ staff must approve all entertainment arrangements 30 days prior to the event.
Outside entertainment vendors must be pre approved and a charge of \$100.00 will be added to your event.

_____Cancellation /Postponement Policy

- The Sedgwick County Zoo is open 364 days a year and events are held rain or shine.
- Due to the high demand for reserved space at Sedgwick County Zoo, we are unable to schedule advance inclement weather reservations.
- All canceled events will result in forfeiture of the deposit.

_____Alcohol Policy

- Due to insurance restrictions all caterings with alcohol will occur after hours.
- After hour events may include alcoholic beverages, however, certain restrictions and additional prices apply. Please ask for more details.
- A \$25.00 staffing charge will apply to supervise alcohol dispensing.
- Underage and/or irresponsible drinking will not be tolerated and will result in forfeiture of entire deposit.
- Wristbands will be provided to the User to distribute to legal drinking age guests.
- All beer and wine will be supplied by and will remain the property of the Sedgwick County Zoo and may not be taken off premises.

_____Miscellaneous

- Due to insurance restrictions, the Sedgwick County Zoo does not allow electric or gas powered carts to be brought in for private use.
- All deliveries of staging materials must check in at the ticket booth in order to be escorted into the Zoo by way of the service entrance. Please notify us in advance of all deliveries that will be made by providing a list of vendors that will need access to the zoo.
- Persons, or organizations renting the Zoo for **group events over 100 people are required to provide check in staff at entry.**
- Children attending rented events must be supervised at all times.
- Notification will be given prior to your event if any of the major exhibits will be closed.

I have read the Planning Guide and Facility Use Agreement provided by the Sedgwick County Zoo and am aware that it contains 11 pages, including this signature page. Furthermore, I understand my organization's responsibilities and agree to the conditions set forth.

User's Organization

Date

User's Representative (PRINT)

Title

Marsha Olson
Group Event Coordinator

Date

CATERING AGREEMENT

As of January 1, 2008, Sedgwick County Zoo is the exclusive caterer for all events.

Please complete and return the following:

TODAYS DATE:

DATE OF EVENT:

COMPANY:

COMPANY REPRESENTATIVE:

TITLE:

BILLING ADDRESS:

ZIP:

PHONE:

FAX:

E-MAIL:

MENU:

Estimated Count: _____ Adults _____ Children 4-11 YRS _____ Children 3 and under

Guaranteed County: TO BE CALLED IN BY 4:00 PM ON _____

Location: (Circle One)

Pavilion Veldt Tent Big Bear Watering Hole Downing Gorilla Forest

Cargill Learning Center _____

Serving Time: _____ (1 HOUR)

Additional Activities or needs:

- An estimated count must be received at the time deposit of your deposit.
- Menu selections must be finalized at least 30 days prior to your event.
- **A final guaranteed count is required by 4 p.m. two weeks prior to your event date.** You will be billed based on your final guaranteed count or the number in attendance, whichever is greater. If we are not contacted with the guaranteed count, we will prepare for the estimated number.
- All leftover food is property of the Sedgwick County Zoo.
- Alcoholic beverages are allowed at picnics and are subject to certain regulations and restrictions. Please contact our office for more details.

- Underage and/or irresponsible drinking will not be tolerated and will result in forfeiture of deposit.
- All beer will be supplied by and will remain the property of the Sedgwick County Zoo and may not be taken off premises.
- All picnics are subject to local and state taxes of 6.3%
- Tax-exempt organizations must include a copy of the tax-exempt certificate with the completed facility use agreement.
- **Cancellation Policy:** The Sedgwick County Zoo is open 364 days a year and events are held rain or shine.

User's Organization:

Date:

User's Representative (PRINT):

Signature of User's Representative:

Address:

Phone:

Fax:

E-mail:

Event Date:

Location:

Time of Catering: (1 hour)