



Zambezi River Lodge Rental FAQ

What is included in rental fee?

The rental fees includes the space(s) desired, a host/hostess for the event, a greeter at entry gate, up to 20 banquet tables & 200 chairs, up to 10 cocktail tables & 20 chairs, up to 4 rectangular tables (for gifts, cake, etc) and up to 2 hours of indoor setup.

*Are **linens** included in cost of rental?*

The tables and chairs are included in the rental fee but linens are not. The Zoo does have some black linen that can be rented for \$25.00/linen in the event of unforeseen circumstances.

*Where can I get **linens**?*

Your caterer might be able to supply linens. Heaven on Earth (691-5330) and American Rental (688-1412) have successfully worked with Zoo clients in the past.



*What **size linens** should I rent?*

For Zoo's banquet tables, 72" rounds: 132" round for floor length, 96" or 108" round for lap length.

For Zoo's cocktail tables, 24" rounds: 108" round for floor length when table is at 42" height; 60" or 90" for lap length.

For Zoo's sweetheart table, 36" round: 120" round for floor length when table is at 42" height

For Zoo's service tables, 8' rectangular: 90" X 132" for floor length; 54" or 60" x 120" for lap length.

*Does the Zoo **cater**?*

At this time the Zoo does not cater food for events. We have worked successfully with a number of local caterers with a variety of prices. The spacious kitchen at the lodge can be used by your caterer as long as they provide or have a current certificate of insurance of file (**The Peoria Park District shall be included as an additional insured under the CGL using ISO additional insured endorsement CG 20 11 or a substitute in the amount of not less than \$1,000,000 each occurrence. A copy of the endorsement stating that PPD/Zoo is additionally insured must be sent from the carrier**). If an insurance certificate is not provided, the kitchen cannot be used and the Zoo would be unable to help in food service or clean-up.

*Can Zoo staff members help in **servicing food**?*

Food service must be done by the insured caterer or entirely by the client. Zoo staff members may be available to help clear tables at \$15/hour if an insured caterer provides the food.

*Can I bring in my own **alcohol**?*

In accordance with our liquor license, all alcohol must be purchased through and served by the Zoo. A keg of domestic beer is \$295 (2018 price) and a bottle of our house wine is \$25 (2018 price). We can make a signature drink for the evening if a recipe is provided; pricing will be determined based on the recipe.

***How much alcohol** should I have?*

A general formula is to expect that guests will have 1 drink/ hour;
50% beer, 30% wine, 20% cocktails.

A bottle of wine = 5 glasses

A keg of beer = 124 - 16 ounce servings



Do I have to pay for all the alcohol in advance?

We can set up the bar to your specifications for payment. A popular choice is to host (you pay) for beer and wine while the cocktails are sold on a cash (guests pay) basis. Kegs must be paid in advance. The wine for the event must also be paid in advance but the bartender will serve the type of wine desired if you miscalculated (you paid for 1 case of merlot and 1 of chardonnay and during the event the chardonnay proves much more popular).

What if I need more tables and/or chairs?

Heaven on Earth (691-5330), American Rental (688-1412) and Morton Rental (263-7368) have successfully worked with Zoo clients in the past. The equipment should arrive after 3:00 the day of your event and set up in areas open to the public can start at 4:30. Arrangements should be made for return immediately following your event.

*When can I **set up**?*

The Lodge will close to the general public at 3:00 on the day of your event. After the last guest has left (no later than 3:30) the staff will clean as needed and move the tables and chairs to accommodate your event. Then you are welcome to set up.

Can I bring supplies in before my event?

For your convenience, you can bring in up to 2 covered containers (maximum 24"x12"x16"H) of supplies the day before your event. Advance arrangements are needed.

*Where will my guests **park**?*

Guests can park along the inner and outer loop roads of Glen Oak Park. They will enter the Zoo on foot through Gate 8. There is room for 2-3 vehicles to park behind the Lodge for your guests that require special accommodations; advance arrangements are needed to reserve these spaces.



When can my guests get into the Zoo?

The Zoo is open to the general public until 5:00 every day so to avoid confusion, rental guests can start to enter at 5:30.

*Will my guests be able to see all the **animals** at the Zoo?*

The animals are normally secured in their indoor holding areas before the Zoo closes at 5:00. You can choose to have the Africa Animals! (rhino, zebra, giraffe, gazelle, lion, colobus monkey, red river hogs, mandrill) on exhibit during your event for an additional fee. For the safety of the staff and animals, the process of transferring the animals to their indoor holding must begin at least 30 minutes prior to sunset. The Asian/Australian area, Tropics Building and Farm area are not open during events.



Can my guests **smoke**?

Although the Zoo is a non-smoking facility, we realize that rental clients may have guests that will want to smoke during an event. If desired, a smokeless cone will be set up in a designated location near the Africa! portal.



Can I have my **ceremony** at the Zoo?

There are areas in Africa! that could be used for a wedding ceremony. The same time frame would apply, i.e., guests cannot enter Zoo grounds until 5:30. Clients would need to rent chairs for the ceremony (set up after 4:30 and removal during dinner) and dress before arriving at the Zoo (only public restrooms are available and they are open to the public until 5:00). There are several locations in the adjacent **Luthy Botanical Garden** that offer ideal settings for weddings. A combination package between the Zoo and Garden is available with a 10% discount. Luthy Botanical Garden is a wonderful addition to your unique wedding or celebration.

