



After Hours Rentals

Client Name(s):

Address:

Home Phone: Work Phone: Cell Phone:

Email:

Name of Primary Contact:

Primary Contact Phone:

Event Date: Approximate Number of Guests:

\$2,000 50-200 Guests (Flat Fee)
+\$750 Each additional 100 Guests (Up to 1,000 Guests)
+\$500 Each additional 100 Guests (For 1001+ Guests)

DID YOU KNOW?

After Hours Rentals offer three location options where your guests can congregate!



PENGUIN PAVILION

Accommodates approximately 100 guests*



OUTDOOR DINING TERRACE

Accommodates approximately 150 guests*



BISON AUDITORIUM

Accommodates approximately 50 guests*

* Location capacities may differ based on set-up specifications

Additional Enhancers

Animal Encounters

- Rainforest Friends \$750
- Penguin and Feathered Friends \$750
- Amazing Animal Ambassadors \$600

Interactive Exhibits

- Goat Feeding \$250

Catering

- Get Fed LLC
- Willow Street
- Meyer's Catering
- Outside Caterer \$750 Fee

Extras

- Otter Cake Enrichment \$200

Outside Vendors

Additional Notes

Total Amount Due

Terms & Conditions

Payment/Cancellation Policy

Initial

- A non-refundable deposit of 10% of the estimated total rental fee along with a signed rental agreement is required to hold the date.
Deposit amount:
- Final payment is due no later than one (1) month before the event. **Final payment amount:**

Lehigh Valley Zoo Indemnity Clause

Initial

- Client shall indemnify and hold Lehigh Valley Zoo harmless from any claim, liability, loss, damage, cost, expense, including reasonable attorney's fees, award, fine or judgement with respect to, or arising out of the use of the facilities. This includes, without limitation, any such claims, liability, loss, damage, cost, expense, award, fine or judgment arising by reason of death or bodily injury to persons, injury to property arising by reason of client's alleged or actual negligent act, regardless of whether such act is active or passive. Client shall not be obligated to indemnify Lehigh Valley Zoo with respect to sole negligence or willful misconduct of Lehigh Valley Zoo, its agents, servants, or employees who are directly responsible to contractor.

Inclement Weather

Initial

- Events are held rain or shine. In the case of inclement weather, the Zoo CANNOT guarantee indoor accommodation, modification or protection from the elements.
- The Zoo can reschedule confirmed events based on date availability at no additional cost to the client.

Hours of Rental

Initial

- After-hours rentals are held from 5 pm - 8 pm.

Zoo Animals

- Grain feed for the farm animals can be purchased by guests or by client for guest use. Zoo guests are not permitted to feed ANY other Zoo animals. Limited time availability. See below.
- All animal-related activities (including goat feeding, animal mingles, etc.) are dependent on weather, animal availability, and animal cooperation.

For the safety and well-being of the animals, the Zoo reserves the right to make adjustments to rental packages at any time leading up to and including the day of rental. Our keepers and educators are experts in determining what is appropriate and doable based off of the animal's behavior that day.

- All animals on exhibit in the zoo must be shifted off exhibit no later than 6:30 pm or 1 hour before sunset (whichever is first). Sunset on your event is . **(Initial)**
- Time slots are for animal mingles are:
 - o 5:00-5:45
 - o 5:30-6:15
 - o 5:45-6:30

Caterers

Initial

- Catering services through the Zoo's preferred caterers must be arranged at least two weeks before your event date.
- For the safety of our animals and staff, plastic, straws, and lids are not permitted at Lehigh Valley Zoo.
- Caterers must be self-sustaining. They must supply their own power, lighting, and water.
- If cooking with an open flame, caterer must provide fire extinguishers.
- A catering event plan (including procedure, menu, etc.) must be provided to Lehigh Valley Zoo two weeks prior to event date.
- If serving alcohol, caterer must provide copy of their State Liquor License two weeks prior to event.
- Caterer is to provide insurance certificate with Lehigh Valley Zoo named as an additional insured with a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate, two weeks prior to event date.

Terms & Conditions

Outside Vendors

Initial

- All outside vendor arrangements must be authorized by Lehigh Valley Zoo.
- Arrangements for vendors who require delivery or set-up must be made in advance with event manager
- Outside vendors are required to meet with event manager at least two weeks prior to an event in order to review driving directions, tour the Zoo's facilities and discuss electrical needs.
- Lehigh Valley Zoo will provide electricity where available.

Entertainment

Initial

- All music must be kept at a moderate level so as to not interfere with the comfort of our animals or other Zoo guests.

Photographers/ Photographs

Initial

- Events taking place at Lehigh Valley Zoo may be photographed by Zoo photographers. Lehigh Valley Zoo requests permission to use these photographs to market future events.

Alcoholic Beverages

Initial

- Events where alcohol is consumed must be adequately supervised by the event host. • Alcoholic beverage containers must be removed from the Zoo at the end of the event.
- For the safety of Zoo guests and animals, people who appear to be intoxicated may be removed from the premises.

Decorations/ Signage

Initial

- Decorations may be placed on Zoo property during Zoo hours with prior approval from event manager.
- No staples or tacks can be used to affix any materials. Any decorations must be removed at the end of the night.
- Balloons are not permitted at Lehigh Valley Zoo to ensure the safety of all animals.
- No balls, frisbees or other items which can be tossed or thrown.

Code of Conduct

Initial

- You are responsible for any damage to Zoo property during your rental.
- No selfie sticks are permitted beyond exhibit fence barriers.
- Endangerment or harassment of any Zoo animals by the event host or their guests will result in termination of this agreement. All services will cease, and no reimbursement will be issued, and you and your guests will need to vacate the premises.

By signing below, I agree to all of the above terms and conditions.

Client Signature

Date

Client Printed Name

Date

Zoo Event Manager Signature

Date

Zoo Event Manager Printed Name

Date

Animal Encounter Add-Ons



Rainforest Friends - \$750

Bring the rainforest to your special event! Hang with Bean the Sloth and 2-3 of his rainforest friends. During this 45 minute mingle, guests will get up close and personal while discovering what makes them so unique! Your guests will leave with a new appreciation of the rainforest and how they can help protect it!

A portion of proceeds will be donated to Bird Friendly Coffee

Penguin and Feathered Friends - \$750

Make a splash at your event and invite one of our penguins and 2-3 of its feathered friends! Your event will be joined by one of our educators and our ambassador birds for a 45 minute mingle experience. Guests will get up close while diving into how to protect these species in the while!

A portion of the proceeds will be donated to African Penguin SAFE



Amazing Animal Ambassadors - \$600

Add on a unique experience to your event! Guests will get an up close, 45-minute experience with 3-4 of our ambassador animals and one of our knowledgeable educators. Enjoy meeting these unique species, while discovering how to make an impact!

A portion of the proceeds will be donated to Wildlife Tracking Alliance