

Onsite Party Booking Sheet



Date of Event: _____ Name of Party/Organization: _____

Contact Information

First Name: _____ Last Name: _____

Phone Number: _____ Email: _____

Address: _____ City: _____ Zip Code: _____ State: _____

Member ID: _____ Expiration Date: _____

Event Information

Event Time: _____

Additional Hour(s) \$50.00/each: _____

Event Location: _____

Estimated Event Attendance: _____

Additional Guests: _____ x \$8.00/person

Final count due a week before the event.

Add-ons: _____

Total Cost: _____

Location Pricing Information:

- | | |
|--|-------------------------------------|
| -Safar Tent w/16 ppl \$200 | -Bear Backyard w/40 ppl \$300 |
| -Jungle Junction w/24 ppl \$200 | -Train Tract w/40 ppl \$300 |
| -Meerkat Manor w/32 ppl \$250 | -Safari Base Camp w/60 ppl \$500 |
| -Kiwanis Education Center w/30 ppl \$250 | -Land of the Giants w/100 ppl \$850 |
| -Wildlife Theater w/40 ppl \$300 | |

Additional guests can be added to all spaces for \$8.00/person with the exception of the Kiwanis Education Center due to fire code regulations.

Party Add-ons:

- | | |
|---|-----------------------------|
| -Program with four live animals \$25.00 | -Space heaters \$50.00 each |
| -Craft \$15 per 15 kids | -Story time \$10.00 |
| -Grill rental \$50.00 | -Goodie Bags \$5.00 each |

Payment: A 50% deposit is due a week before the party and the remaining balance is due before the start of the event. We accept cash, check, or credit card. Checks should be made payable to the Racine Zoo. Please label your check with your name, program, and event date. We accept Visa, Mastercard, and Discover.

Late Start: Due to the popularity of our parties, spaces may be reserved multiple times per day, so it is extremely important to arrive at the scheduled setup time and clear out of the space during the scheduled cleanup time. We will do our best to accommodate late start times, but reserve the right to cancel or adjust the party length, depending on staff and space availability.

Cancellations: Cancellations of parties are your decision and the 50% deposit is typically non-refundable. However, refunds may be given only in extreme circumstances. Please call as soon as possible to let us know of cancellations, and we will do our best to reschedule. The Racine Zoo reserves the right to cancel any parties due to unforeseen circumstances for a full refund.

Office Use Only

50% Deposit Due: _____ Paid: _____ Total Amount: _____ Paid: _____

Invoiced: Y / N Sent: Y / N Calendar: Y / N Initials _____

To discuss your program, please contact:

Conservation Education Department

Racine, Wisconsin 53402

(262) 636-9580

education@racinezoo.org

