

Living Room Birthday Party Booking Agreement

Thank you for choosing Wellington Zoo for your Birthday Party. Please complete the information below so that we are able to book your venue. On the following pages you'll find more information about having your event at the Zoo, including catering options, as well as guidelines to ensure that you, your guests, and our animals are all happy and safe.

Hirers Details

Name of organiser: _____

Contact person: _____

Email: _____ Phone Number: _____

Name of Birthday Child: _____

They will be turning: _____

Their favourite Wellington Zoo animal is: _____

Event Date (Day/Month/Year): _____

Start time: _____

End time: _____

Approximate Number of Guests attending:

Adults: _____

Children: _____

Average age of Children attending: _____

I have read and understood the Wellington Zoo Venues hire terms and conditions overleaf.

Signature: _____

Date: _____

Once completed, please email to venues@wellingtonzoo.com



Thank you for loving and supporting Wellington Zoo

WELLINGTON



Venues Terms and Conditions

These terms and conditions aim to ensure both the satisfaction and safety of our guests, and the welfare of our animals. If you have any questions, please call us on **04 803 8172**.

1. THE VENUE

- 1.1 Once we have received your Booking Agreement form and confirmed the availability, payment of a non-refundable deposit of 50% of the venue fee is required to secure your booking. This can be processed over the phone with our Venues Co-ordinator on 021 227 8172. Final payment is to be made on the day of your event.
- 1.2 Where payment is not made in accordance with clauses above, you agree to pay Wellington Zoo Trust all costs and expenses (including debt collection or legal fees), incurred by the Zoo in seeking to recover the overdue amount.
- 1.3 Wellington Zoo is a unique location shared by visitors, venue guests, staff and animals. As a responsible host, we plan for your event to be an enjoyable and safe experience for everyone. We therefore do not allow for third party suppliers to represent us, conduct business or undertake activities at Wellington Zoo without obtaining our prior written consent.
- 1.4 All doors in this venue **must** remained closed at all times, unless walking through. You will not be able to prop the external doors open due to animals living in this venue.
- 1.5 The maximum number of guests allowed in this venue is 40 people.
- 1.6 You will receive a follow up email post event, asking for feedback to ensure what we are offering is appropriate.

2. CHANGES & CANCELLATIONS

- 2.1 Changes to your booking can be made up to five working days before your event.
- 2.2 Any changes to our Birthday Party Package catering within five working days are not guaranteed.
- 2.3 All changes are subject to availability, and an administration fee of \$50 per change may apply.
- 2.4 In the event of cancellation, only the deposits paid remain non-refundable.
- 2.5 Any event catering cancellations made with less than 48 hours' notice will result in full charges that must be paid.
- 2.6 Any event catering cancellations outside of 48 hours need to be discussed with the Venues Co-ordinator. Charges may apply.

3. CHILD'S BIRTHDAY PRESENT

- 3.1 We will endeavour to ensure this is based on the birthday child's favourite animal and is age appropriate
- 3.2 The gift will be chosen by Wellington Zoo staff and the venue hirer/birthday child will not get to pick what the gift is.



4. WHILE YOU'RE AT THE ZOO

- 4.1 Remember, the animals at Wellington Zoo are wild. Stay behind safety barriers and follow the directions of Zoo staff at all times.
- 4.2 Wellington Zoo is "Smokefree." Smoking and vaping is not allowed anywhere inside the Zoo.
- 4.3 Music (or any other amplified sound) is not to be played with a noise level greater than 100 decibels or at a level which may be heard outside the Zoo. Music (or any other amplified sound) must not be played after 10pm. Any fines imposed by the council's noise control contractors will be paid by the hirer.
- 4.4 No balls, whistles, balloons, confetti, scooters, bikes, skateboards, or roller blades are allowed on Zoo grounds.
- 4.5 No glassware is allowed outside the venue due to the risk of broken glass hurting animals or other visitors. Compostable drinking vessels are preferred.
- 4.6 Photography for personal, non-commercial purposes is welcome.

5. YOUR RESPONSIBILITY AS HIRER

As the hirer you are responsible for:

- 5.1 Obtaining written consent from Wellington Zoo prior to engaging any third-party supplier for your event. The exception is where Wellington Zoo has signed agreements with preferred suppliers, as outlined in clause 8 of this agreement.
- 5.2 The behaviour of your guests, and the management of alcohol consumption.
- 5.3 Letting us know if you are expecting additional guests throughout the duration of your event.
- 5.4 Ensuring Zoo facilities are left tidy and undamaged.
- 5.5 Obtaining written consent from Wellington Zoo for any hirer's signage, alterations and fixings required for the event.
- 5.6 Ensuring that any pack down and removal of rubbish, decorations and hire equipment is complete by the end of the venue hire period, unless specific arrangements have been made prior.
- 5.7 Costs incurred through damage to facilities.
- 5.8 No dangerous items of any kind including but not limited to inflammable goods or substances, naked flames or pyrotechnics are permitted for use in the Zoo.
- 5.9 Candles for cakes are permitted given there is a Wellington Zoo staff member present. The cake must be stationary and you are not permitted to walk around with the flame alight.

6. ALCOHOL USE

- 6.1 Alcohol must be purchased from and supplied by our onsite caterer Rex Tremendous.
- 6.2 Events where alcohol is consumed must be adequately supervised by the hirer and managed by our onsite caterer Rex Tremendous.
- 6.3 Wellington Zoo will supply security guard/s for any venue/events with alcohol service and the cost for these security guard/s will be met by the hirer.
- 6.4 People who are intoxicated will be asked to leave.
- 6.5 If you have alcohol at your function, it must only be consumed in the private venue area.



7. PARKING

7.1 Free parking is available outside the Zoo (time restrictions apply in certain areas).

8. ONSITE CATERING TEAM

8.1 Catering

All venue hires require catering to be supplied by our onsite caterer, Rex Tremendous with the exception of a birthday cake.

The Zoo has exclusive arrangements with Tip Top for ice-creams and Frucor Suntory for non-alcoholic and non-coffee beverages. Your chosen caterer can supply these products.

Rex Tremendous – events@rextremendous.co.nz

9. HIRE EQUIPMENT

There are guidelines we need to work with to ensure that while these elements liven up your event, our animals and residents are not alarmed. Some areas of the Zoo have music restrictions, so please let us know about your entertainment plans ahead of time.

For any decorating requirements e.g., lighting, audio/visual or staging, please get in touch and we can organise this for you.

Thank you for loving and supporting Wellington Zoo