



(907) 346-2133 office
 (907) 346-2673 fax
 4731 O'Malley Rd.
 Anchorage, AK 99507

Rental Contract

Company/Organization/Person:			
Billing Address:			
Contact Person:		Phone (day):	
Email Address:		Cell:	
DATE of EVENT:			
Complete Times of Rental:		Set up start	
Times of Event:		Start	
		Break down finish	
		End	
Reason for Event:			
Number of Guests Expected:			
Area(s) Requested: Circle all that apply			
	Green house	Lawn	Gateway Event Hall
			Other
Total Area Rental Cost: Based on chart below		\$	\$
Total Additional Rental Cost:		Total from page 2 = \$	
Total Rental Cost:		Area Rental + Additional Rental = \$	



<u>Area Rates</u> _____ (Initials)	Greenhouse	Lawn	GH & Lawn	Event Hall
Capacity	50	unlimited	See area capacities	157
Daytime - 3 hour minimum rental (8am – 5pm)	\$70/hour	\$110/hour	\$160/hour	\$90/hour
Evening - 6 hour minimum rental (5pm – 11pm*, Hall 5pm - 1am*)	\$140/hour	\$225/hour	\$310/hour	\$185/hour
Full Day Flat Rate	\$1250 flat rate 8am – 11pm*	\$1985 flat rate 8am – 11pm*	\$3235 flat rate 8am – 11pm*	\$1945 flat rate 8am - 1am*
Admissions to Zoo Included in hourly and full day flat rates	Up to 50 people	Up to 150 people	Up to 200 people	Zoo Admission not Included
Additional Admissions to Zoo	Add \$3/person over 50 people	Add \$3/person over 150 people	Add \$3/person over 200 people	(optional) \$3/ person

***NOTE:** Times booked must include any deliveries, set up, clean up, and pick up time. All events must end by 10pm for all Greenhouse and Lawn rentals. Tables and chairs are included in all rental prices.
Tables available: 20x 6' round (Event Hall only), 10x 6' rectangular & 4x 8' rectangular (all areas)

Additional Items:

Audio Equipment	\$100
Includes: Speakers, sound board, microphone, audio cord for music players	
Visual Equipment	\$100
Includes: Lap top, 4 flat screen TVs (Event Hall) or 1 flat screen TV (Green House/Lawn), projector, projection screen	
Stage	\$20/section
Total of six sections 3'x6'x5"	
Tents	
10'x10'	10 total \$55/tent
20'x20'	1 total \$200
10'x20'	1 total \$120
Hexagon 1040sf	1 total \$800
Porta-Potties	5 total \$150/one

Additional Services:

Trash Removal	\$75/ 5 bags
Sketchin' Safari	Drawing Class for Adults or Children - \$40/ hour
Animal Encounters	See Below

Animal Encounter (approximately 30 minutes each)

Select one or several animals for the guests at your next event. An encounter will allow you to get an up close look at our amazing animals at The Alaska Zoo exhibits. The Rental Coordinator will be able to give you more information on the animals and types of encounters.

- \$ 85 Daytime (per animal per group)
- \$125.00 Evenings (per animal per group)
- Limit of 5 - 20 people per group, depending on the animal.
- Available with Greenhouse, Lawn, or Zoo Access Rental

Please list the item, services, or encounters below that are wanted for your event:

Item	# Wanted	Total Item Cost
		\$
Total Cost for Additional Rental Items:		\$

I, _____, as the responsible party being 18 years of age or older and will be the responsible person attending the event, I am requesting the use of this facility and I agree that all the members of my group will abide by the following rules:

Fees _____(Initials)

- **Booking deposit:** This agreement must be signed by the responsible party and submitted along with a deposit of \$400 to the Event Coordinator to reserve a date, time, and area. This deposit is a partial payment of total area rental cost.
- **Balance:** The balance of payment of all rental fees is due 14 days prior to your event date.
- **Additional CASH deposit for any event serving alcohol:** Renters will be required to pay a **CASH** cleaning/damage deposit of \$400 **before** entering rental area on the day of rental. The deposit must be paid before renters or others (such as caterers) can begin the set up of the event. If renters are having someone else provide set up, please make sure they have or are aware of the deposit. Cash deposits are fully refundable at the end of the rental time **if** all the rented areas are clean, free of damage, and the rental stays within the requested timeframe. Failure to clean after the event or damage incurred to rented or shared spaces due to the event will cause partial or full forfeiture of the deposit. Renters will be held financially responsible for any and all damages and costs above the deposit amount.
- **Time Reserved:** Renters must pay for all time reserved, even if not used (i.e. late start or early end of rental).
- **Credit Card Guarantee and Damages:** Renter must provide credit card information below as a guarantee of payment for day-of additions of rental items and additional time, any damages that may occur to Alaska Zoo property, plants, or animals, and/or cleaning fees if the areas are not left in a suitable manner during rental times. The renter is responsible for all guests, caterers, party planners, and anyone associated with the rental event except Zoo employees. The renter will be given an itemized list of any day of additions to be charged for before credit card is charged unless other payment arrangements are made at that time. With signing this agreement the Renter agrees to pay using the credit card below if said Renter is unable to be reached within 21 days of the rental event. In the case that the credit card does not allow the full charge and the Renter is unable to be reached the final billing could be sent to collections.

Cancellations _____(Initials)

- All cancellations and changes must be **submitted in writing** and will be eligible for a refund or billing according to the following schedule:
 - 100% refund of deposit with 30 days or more written notice prior to rental date. Eligible refunds will be given by check or back onto credit card within 14 days of written request being received.
 - 0% refund of deposit or payments made with 29 days or less written notice prior to rental date and possible billing for balance of space rental unless date is rebooked. Eligible refunds will be given by check or back onto credit card within 14 days after original rental event date.

Set Up _____(Initials)

- **Set up Schedule:** A schedule of all deliveries, vendor arrivals, set up times, event times, clean up, and pick up times, .
- **Set Up Time:** Renters (or caterers) will not be permitted in the area to set up before the requested rental time.
- **Outside Vendors:** All outside vendors must meet or speak with the Rental Coordinator no later than two weeks prior to your event date to coordinate delivery times, loading areas, set-up locations and pick-up schedule. The Alaska Zoo cannot provide staff or carts to move equipment.
- **Entertainment:** All band and entertainment personnel must meet or speak with the Rental Coordinator to review their electrical, lighting and other requirements at least two weeks prior to the event.
- **Deliveries:** Early deliveries prior to the requested rental time may be refused.
- **Tables and Chairs:** The tables and chairs normally housed in each area are available at no charge. A layout is required at least one week prior to rental event for prior set up included. The Rental Coordinator will be able to give you more information on the availability for each area.
- **Moving Zoo Items:** Moving of equipment, furniture, or wall hangings by renter is prohibited. Moving of items will be done by Zoo staff if it is requested no later than 1 week prior to event and approved.
- **Zoo Staff:** If you need help from Zoo staff for set up a prior request must be made, approved and a fee per person per hour will be charged to the renter. We are an operating Zoo and our staff has commitments to our animals first and foremost.
- **Signs and banners:** These can be displayed in limited areas of the Alaska Zoo. The Rental Coordinator will assist you in choosing an allowable location for these displays.
- **Tape, staples, push pins, etc:** To place signs or decorations anywhere in the rental areas with tape, staples, push pins, etc. without prior approval is prohibited.
- **Fire Sprinklers and Light Fixtures:** Hanging anything from any fire sprinkler or light fixture is strictly prohibited.

Clean Up _____(Initials)

- **Clean Up Time:** Renters will be charged for any clean up time that lasts longer than the requested rental time.
- **Spills:** Anything spilled on the floor or tables must be cleaned up immediately during rental event.

- **Renters are responsible for all clean up. Zoo tables and chairs can stay set up.**
 - Removing all decorations
 - Wiping down tables and chairs.
 - Emptying all garbage cans in the rental area and taking trash by the end of the rental time.
 - Vacuuming or sweeping all indoor rental areas. Picking up all trash on grounds of outdoor areas.
 - Wiping down counters, sinks and emptying trash in kitchen (if used) with Gateway rental.
- **All decoration, promotional materials, supplies, rental equipment, etc.:** Everything brought in by renters must be removed immediately following the event unless other arrangements have been made with the Rental Coordinator. Otherwise, The Alaska Zoo is not responsible for any materials or equipment left behind.
- **Garbage:** Renters must take all garbage with them at the end of the event. Otherwise, a \$75 fee will be charged for trash removal.
- **Cleaning Fee:** If the room is not returned to its original condition, the renter will be charged a **cleaning fee of \$75.00 per hour.**

Facility Rules, Information, and Conduct _____(Initials)

- **Zoo Staff:**
 - We provide a rental coordinator during all events. The Rental Coordinator will be the Zoo contact for details regarding the event space, logistics, guest entry, music and decorations.
 - If your event is within the Zoo or Zoo access is requested with a Gateway Hall rental, a member of Zoo staff will also be at Admissions until all guests have left the Zoo or 10:15pm, whichever comes first.
 - Staff will frequently monitor all areas of the Zoo and the Gateway building.
- ... **Children:** Children must be supervised at all times, if found causing a disturbance or not being supervised, parents or guardians will be required to remove them from the premises.
- **General Consideration:** Anyone being disrespectful to the staff, not following facility rules, or being loud or disruptive in the parking lot or on Zoo grounds may result in being escorted off Zoo premises and subject to suspension from the Zoo. Police will be called if necessary.
- **Public Operation:** The Zoo is to remain open to the public during normal hours of operation.
- **Zoo Operation:** During evening events Zoo staff will be performing normal tasks throughout the Zoo. Interference with the normal function of Zoo staff by members of the rental party may result in being escorted off Zoo premises.
- **Rental Time:** Renters and all members of rental group must exit the Zoo and rental area completely by the end of the rental period.
- **Weather:**
 - If the Lawn area is reserved separately, the renter understands that weather does not guarantee an indoor area use or warrant a refund.
 - If the renter wishes to have a guaranteed use of the Gateway Event Hall or the Greenhouse in case of inclement weather, it must be requested and paid for in advance.
- ... **Other Zoo Areas:** Rental participants wanting to use any other part of the Alaska Zoo must request permission prior to rental event and pay the appropriate fees.
- ... **Prohibited Items:**
 - **Balloons, balls, and noise makers are strictly prohibited for the safety and sanity of our animals.**
 - **Plants:** No outside live plants may be brought into the Greenhouse or on the Lawn area because of possible infection of our plant life.
 - **Candles:** Candles are prohibited for use inside the Gateway building unless approved by coordinator or director.
 - **Live animals:** Outside live animals (i.e. pets) are not allowed in the Alaska Zoo.
- **No Smoking:** Smoking is prohibited inside the Gateway building, the Greenhouse, and anywhere inside the Zoo grounds.
- ... **Food:**
 - Catering is not provided by the Alaska Zoo.
 - Outside food (i.e. Pot Lucks, food platters, etc.) or any caterer is allowed. Recommendations given upon request.
- **BBQ's:**
 - For Lawn or Greenhouse rentals, BBQ's can be used outside the Greenhouse. The renter is responsible for properly disposing of coals. Coals cannot be dumped out on the ground. Some sort of grease tray must be used with grills to prevent grease from pooling on the ground.
 - BBQ's are prohibited from use on paths and outside of the Gateway building.
- **Red or colored beverages:** Kool-Aid, punch, etc. are allowed. However, Renter accepts that any costs for cleaning, repair or replacement of carpeting necessary after rental event from spills occurring during the rental time will be charged to the Renter.
- **Alcohol:**
 - Beer and wine or wine coolers may only be served. NO hard liquor is permitted.
 - No alcohol is allowed in public areas of the Zoo, except for the Lawn area (**only** after the Zoo is closed to the public) and inside the Greenhouse.

