

Off-Campus Birthday

Booking Sheet



Name of Party/Organization: _____

Date of Event: _____

Contact Information

First Name: _____ Last Name: _____

Phone #: _____ E-Mail: _____

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

Member ID: _____ Expiration Date: _____

Event Information

Event Location Address: _____

Event Start Time: _____ Number of Guests (Including adults): _____

Is the event indoors or outdoors? _____

Parties with 1-30 guests: \$225 + travel fee

Parties with 30+ guests: \$250 + travel fee

Travel fees are \$0.725/mile both ways.

Event Add-Ons (Check all that apply)

Animal-Themed Storytime (\$15)

Craft (\$15/15 crafts)
of crafts: _____

Goodie Bags (\$5/each)
of bags: _____

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. Please note that there is a credit card fee applied to all card transactions.

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

Program Cost: \$ _____ Miles from Zoo: _____ Travel Fee: \$ _____

Add-On Cost: \$ _____

Total Program Cost: \$ _____

Final Count & 50% Deposit Due: _____ Added to Calendar on _____ by _____

Invoice created on _____ by _____ Invoice sent on _____ by _____

To discuss your reservation, please contact the Racine Zoo Conservation Education Department at **262-636-9580** or **education@racinezoo.org**.