

# 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 \$10 per 10 miles up to 40 miles round-trip.  
If 40+ miles, please contact the zoo.

### 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**.