

On-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 Time: _____ Total Estimated Attendance: _____

Event Location (Check one)

- | | |
|--|---|
| ☐ Jungle Junction (\$350, 24 guests) | ☐ Safari Deck (\$350, 24 guests) |
| ☐ Kiwanis Education Center (\$400, 30 guests)* | ☐ Felle Pavilion (\$525, 40 guests) |
| ☐ Train Tract (\$625, 45 guests) North / South (circle one) | ☐ Wildlife Theater (\$675, 60 guests) |
| ☐ Bear Backyard (\$800, 60 guests) | ☐ Safari Base Camp Pavilion (\$675, 60 guests) |
| ☐ Kiwanis Memorial Amphitheater (\$1250, 100 guests) | ☐ Land of the Giants (\$1250, 100 guests) |

Additional guests may be added for \$8 each.

*There are no additional guests permitted in the Kiwanis Education Center due to fire code regulations. ☐ Additional Guests #: _____

Event Add-Ons (Check all that apply)

- | | | |
|---|---|---|
| ☐ Animal Program (\$25/animal, max 4)
of animals: _____ | ☐ Craft (\$15/15 crafts)
of crafts: _____ | ☐ Goodie Bags (\$5/each)
of bags: _____ |
| ☐ Animal-Themed Storytime (\$15) | ☐ Grill Rental (\$50) | ☐ Additional Time (\$50/hour)
additional hours: _____ |

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

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.