On-campus Party Booking Sheet

Date of event: _______________  Name of party/organization: ____________________________

Contact Information
First name: ___________________________ Last name: ____________________________
Phone: ___________________________ Email: ____________________________
Address: ___________________________ City: ___________________________ State: ______ ZIP code: ______
Member ID: ___________________________ Expiration date: ___________

Event Information
Event time: ___________________________
Event location: ___________________________
Total estimated attendance: ___________
Additional guests: ___________
(Final count due 1 week before the event.)

Add-ons: ___________________________
_________________________

Location Pricing Information:
- Safari Tent w/24 ppl. $300
- Jungle Junction w/24 ppl. $300
- Kiwanis Education Center w/30 ppl $325
- Meerkat Manor w/40 ppl. $350
- Wildlife Theater w/50 ppl. $450

Additional guests can be added to all spaces for $8.00/person with the exception of the Kiwanis Education Center due to fire code regulations.

Party Add-ons:
- Animal program, $25/animal (max. 4)
- Craft $15 per 15 kids
- Grill rental $50
- Story time $10.00
- Goodie bags $5.00 each
- Additional time $50/hour

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.

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
Final count and 50% deposit due on: ___________
Added to calendar on: ___________  Invoice made on: ___________  Invoice sent on: ___________

To discuss your reservation, please contact:
Conservation Education Department
Racine, Wisconsin 53402
(262) 636-9580
education@racinezoo.org