



## Birthday Party Important Information & Frequently Asked Questions

Racine Zoo Conservation Education Department

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### What does a party at the Zoo consist of?

Birthday parties at the Racine Zoo can be held in any of our event spaces (*scroll down to see the list of event spaces*). A party booking reserves your chosen event space for a total of four hours and include full-day general zoo admission for the allotted number of guests.

You have the option to add a live animal program, story time, a craft, goodie bags, space heaters, a grill rental, extra hours, and additional guests to customize the party to fit your needs.

### How do I schedule a party?

Birthday parties can be booked by submitting a completed On-campus Birthday Booking Sheet (available on the “Wild Birthday Parties” page of the Racine Zoo website) to the Conservation Education Department at least two weeks in advance of your preferred party date. All parties are booked on a first-come, first-served basis based upon the order in which we receive completed booking sheets. Please note that due to the high volume of interest in birthday parties, we are unable to hold “rain dates.”

### How do I submit a booking sheet?

You may submit a completed booking sheet to the email provided above, through snail mail to the address above, or by dropping it off at the main entrance of the Zoo. You may also call us at the phone number above for assistance in completing and submitting the booking sheet.

### When can I schedule a party?

Parties at the Zoo may be scheduled during the Zoo’s regular operating hours on any day of the week, including weekends. All parties have use of their reserved event space for a total of four hours: 1 hour for setup, 2 hours for the actual party, and 1 hour for cleanup.

### How are the locations set up and what do I need to bring?

There will be enough seating (either picnic tables or tables and chairs, depending on the event space) provided for the number of guests attending your party. There will also be two six-foot tables available for food, cake, and/or gifts.

It is up to you to bring any tablecloths, food, drinks, tableware, gifts, or decorations (**for animal safety and to keep Lake Michigan healthy, balloons, confetti, candles, and piñatas are not allowed**). We do allow food and non-alcoholic beverages to be brought into the Zoo; however, we do not have refrigerators or microwaves available so please plan accordingly.

### Where will I go when I arrive at the Zoo?

All guests must check in at the admissions window upon arrival and let them know the name of the birthday party you are hosting/attending. **Party hosts and guests may not bypass the admissions line.** Admissions staff will know which parties are expected that day and will direct you and your guests to your reserved event space.

### How many animals come to a birthday party with ambassador animals, and can I select the animals?

Ambassador animals can be added to any party or event rental at the Zoo for a small fee. We bring up to four animals per party at a rate of \$25.00 per animal. Once your party is booked, we will send you a list of our current ambassador animals. You may request animals for your party but we cannot guarantee any animal’s availability. Animal requests must be submitted no later than two weeks prior to your party.

### **Event spaces and pricing**

Each event locations at the Zoo has a base rental price with an allotted number of guests included. See the Birthday Party Event Spaces guide below for site rental options. You may also include the following add-ons with your party:

- Additional guests: \$8/person (*with the exception of the Kiwanis Education Center due to fire code capacity limits*)
- Additional time: \$50/hour
- Ambassador animals: \$25/animal
- Grill: \$50
- Space heaters: \$50/space heater
- Zoo-themed craft: \$15 (includes 15 crafts)
- Zoo-themed goodie bags: \$5/bag
- Zoo-themed story time: \$10

### **Payment information and options**

You will receive an invoice containing full pricing information for your party after it is booked. **Please do not submit payment for your party before receiving your invoice.**

A 50% non-refundable deposit is required one week before the party to confirm your reservation. The remaining balance is due when you arrive the day of your party. You will pay the Zoo Education staff when you arrive at your event space.

We accept the following payment methods:

- Cash\*
- Check (made out to "Racine Zoo" with the name and date of your party clearly marked)
- Credit/debit card (Visa, MasterCard, Discover, or American Express)\*\*

*\*If paying with cash, please note we do not carry change.*

*\*\*All card transactions incur a processing fee.*

### **Final guest count and party add-ons**

A final guest headcount and any party add-ons are due one week before your party (no exceptions). After that date, your guest count is final and any additional guests will need to pay general admission. Conversely, no refunds are given if fewer guests arrive with your group than expected. Please plan the RSVP dates on your invitations accordingly.

### **Invitation suggestions**

In order to make the most out of your WILD party, you may want to keep in mind these suggestions when creating your invitations: guest count is due one week prior to your party; spaces are reserved for a total of four hours; admission is only included for your direct party guests, not for their entire family.

### **Can you come to my party instead of having my party at the Zoo?**

Yes, have the Zoo come to you! We offer off-campus birthday party programs that include a 30-45-minute program with three ambassador animals. Please see the off-campus birthday party information available on the "Wild Birthday Parties" page of our website to learn more!

**50% non-refundable deposit is due for ALL parties 1 week prior to the party.**

"Guest counts" include those hosting the party and ALL guests of all ages.

### Birthday Party Event Spaces

*All prices include full-day general zoo admission for the allotted number of guests.  
Racine Zoo Members receive a 10% discount on all party bookings.*

Event Space	Number of Guests Included	Rental Price	Cost per Additional Guest
Jungle Junction	24	\$300	\$8
Safari Tent	24	\$300	\$8
Kiwanis Education Center	30	\$325	N/A (30 is max. capacity)
Meerkat Manor	40	\$350	\$8
North Train Tract	45	\$400	\$8
South Train Tract	45	\$400	\$8
Bear Backyard	60	\$600	\$8
Helen Ireland Wildlife Theater	50	\$450	\$8
Racine Rotary West Safari Base Camp Pavilion	50	\$600	\$8
Kiwanis Memorial Amphitheater	100	\$900	\$8
African Savanna & Racine Rotary West Safari Base Camp ("Land of the Giants")	100	\$950	\$8

#### **Jungle Junction – Gazebo**

A great location for smaller groups looking for a covered meeting place for a picnic party, the Jungle Junction gazebo is the perfect selection. The gazebo is located between the Zoo's entrance and the historic Vanishing Kingdom castle.

- Price: \$300
- Guests included: 24
- Additional guests may be added for \$8/person



## **Safari Tent**

This beautiful covered space is perfect for a kid's birthday and sits right next to the Zoo's largest playground. Surrounded on three sides by tall plants, and sitting on a slightly elevated deck, this space is cozy, private, and close to some of the largest animals that call the Zoo home.

- Price: \$300
- Guests included: 24 (but can fit 30-40 people comfortably)
- Additional guests may be added for \$8/person



### Kiwanis Education Center (“KEC”)

Located “behind the scenes” above the main floor of the historic Vanishing Kingdom castle, this indoor space is perfect for a smaller group. With air conditioning and quick access to the main building’s restroom, this location provides a nice level of privacy for your party.

- Price: \$325
- Guests included: 30 (fire code maximum)
- **NO additional guests may be added to this location.**



### **Meerkat Manor (Felle Pavilion)**

For smaller groups looking for a great “home base” for a picnic party, the area near the penguin and meerkat habitats could be a perfect fit! With a modern shade structure located right in the heart of the Zoo, it is close to the Walkabout Creek habitat, Barnyard Safari, and young children’s playground.

- Price: \$350
- Guests included: 40
- Additional guests may be added for \$8/person



## Racine Rotary West Safari Base Camp Pavilion

Our most popular event location, the Pavilion, can host everything from formal fundraisers to backyard barbeques! Located adjacent to the Play Zoo playground with a beautiful view of Lake Michigan, the pavilion is a covered structure with garage door-style walls that can be lowered to combat inclement weather or wind.

- Price: \$600
- Guests included: 50
- Additional guests may be added for \$8/person
- **Groups of 150 or more will be charged a dumpster rental fee of \$150**

