



Daytime Outing Contract

Organization Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Email: _____

Step 1: Planning your visit

Daytime outings take place during the zoo's normal hours of operation, which change seasonally. During a daytime outing, hosts reserve a venue for their guests. You can choose the duration of the rental in the next section. Please enter your desired event date and an estimated headcount below.

Desired event date: _____

What is your estimated headcount? ___ 5 – 30 guests ___ 31 – 50 guests ___ 51 – 80 guests

Step 2: Securing the rental

The zoo has a number of beautiful venues for your event, and nearly all venues are outdoor tented locations. The Group Sales Department will assign locations based on venue availability and your expected party size. Most locations can accommodate up to 80 guests, though one venue does have a 55-person maximum.

As you plan, be sure to consider any setup and breakdown time you may need! This reservation allows for hosts to access the space 30 minutes before the rental to set it up with personal items (for example, an event beginning at 11 AM will allow the host to access the space at 10:30 AM). Hosts also have 30 minutes after the rental period to pack up personal items. If you'd like more time than these half-hour allotments, it would be best to upgrade your celebration to the longer duration for a stress-free experience.

- ___ 90-minute rental (\$200) *Takes place at either 11 AM or 1:30 PM (circle one)
- ___ 4-hour rental (\$450) *Takes place at 10 AM
- ___ All day rental (\$800)

Total Venue Cost:
\$ _____
The non-refundable reservation fee is equal to the cost of the venue. (Required to book).

Specific venues aren't guaranteed, but we always do our best to honor requests! If you have a location preference, please include it here: _____

Step 3: Purchasing admission for your guests

Tickets are required for all guests. Please provide an estimated headcount below. Final numbers due 7 days before event.

Adult Tickets: _____ @ \$17.95 ea. = _____
 Child Tickets (age 2-12): _____ @ \$11.95 ea. = _____
 Senior Tickets (age 62+): _____ @ \$14.95 ea. = _____
 Toddler Tickets (age 0-1): _____ No charge

Estimated Ticket Cost:
\$ _____

Step 4:

Add on customizations (optional)

___ **Favor Bags (\$8 each):** Features an assortment of safari-themed goodies like a slinky, coloring book, tattoos, small plush animal, and more!

Favor bags: _____ @ \$8 each = _____

___ **Face Painting & Henna Art (Starts at \$175):** Schedule a private artist to come work their magic for the first hour of your party! Choose from an array of beautiful designs, all presented to you in a look book at the party. An additional face painter or henna artist will automatically be added for every 30 children, as this is the estimated number of guests that can be serviced during the designated timeframe. Please be accurate with your headcounts of expected painters (and therefore estimated children), as it may be harder to add extra painters once the party draws closer. This is a 60-minute experience. Available April – October.

Face painter (basic designs): _____ painters (1 for every 30 kids) @ \$175 each = _____

Face painter (premium designs): _____ painters (1 for every 30 kids) @ \$200 each = _____

Henna artists: _____ painters (1 for every 30 kids) @ \$200 each = _____

Step 5:

Get WILD: Add on an animal encounter (Optional)

Animal lovers unite! Choose your preferred encounter below.

___ **Double Animal encounter (\$150)** features a 20-minute meet-and-greet with two education ambassador animals. The organization will also receive 2 paintings done by your ambassador animals! Please choose your top four animal choices of the following: bunny, armadillo, skink, large snake, tortoise, tegu, or opossum. We make every effort to accommodate your first choice, but this cannot be guaranteed. Bunnies are not artists, so hosts booking bunny encounters will be given a painting created by your next-choice animal.

- First choice animal: _____
- Second choice animal: _____
- Third choice animal: _____
- Fourth choice animal: _____

___ **Animal encounter (\$85)** features a 15-minute meet-and-greet with one education ambassador animal. The organization will also receive a special painting done by your ambassador animal! Please choose your top two animal choices of the following: bunny, armadillo, skink, large snake, tortoise, tegu or opossum. We make every effort to accommodate your first choice, but this cannot be guaranteed. Bunnies are not artists, so hosts booking bunny encounters will be given a painting created by your second-choice animal.

- First choice animal: _____
- Second choice animal: _____

Step 6:

Designing a delicious meal (optional)

All zoo catering is proudly provided by the on-site concessionaire, SSA. Lori Piscopio (LoriPiscopio@thessagroup.com) is the Catering Manager and would be happy to help you design a delicious menu. Please contact Lori directly for help designing an event menu quote or to place your order today. Please note, if ordering catering through our on-site partner, SSA, no outside food (except for cake or cupcakes) is allowed, for liability reasons.

Step 6:

Request audio visual services (optional)

Roger Williams Park Zoo offers complimentary audio-visual equipment on a first-come, first-served basis. If you need any of the zoo's equipment (including microphone, speakers, podium, projector, projector screen, or laptop), please specify here. A Group Sales representative will follow up with additional questions and confirmation that the services you've requested will

be available. _____

Payment schedule:

- **DUE TODAY:** Completed contract plus venue deposit.
- **DUE 7 DAYS BEFORE EVENT:** Final headcount is required 7 days before the event. At this time, payment for admission and any extras (mascot, favor bags, et cetera) will be due in full.
- **CATERING:** A separate deposit is required to book your catering arrangements. Payments will be made directly to SSA and as a separate vendor, their policies and payment schedule may vary. Please be sure to ask for more information.

General Policies:

- **General information:** All reservations are scheduled on a first-come, first-serve basis. Events are not scheduled until both a contract and payment have been received and processed and the host (also known as the client) receives a confirmation from the zoo.
- **The venues:** During a daytime outing, Roger Williams Park Zoo ("RWPZ") provides the venue, tables, and seating (which may vary between picnic tables and tables/chairs based on the selected venue). A zoo ambassador will also be present to ensure the event is running smoothly.
 - Most event spaces are outdoor tented locations. The tents are unenclosed.
 - Some venues may be located up to 15 minutes away from the zoo's main entrance. All guests/hosts/vendors will enter through the zoo's main entrance.
 - Catering services are not included and can be added for additional fee(s). If the event has contracted the on-site caterer for catering services, eco-friendly "party goods" (including cups, plates, napkins, utensils, and tablecloths) may be included, as applicable- please ask for full information.
- **COVID Policies:** COVID regulations change frequently, visit rwpzoo.org/reopen for current masking and safety information. Everyone should bring a mask that covers their face and mouth. For animal health reasons, some animal experiences or exhibits require ALL visitors to wear masks (regardless of vaccination status or medical condition).
- **What to expect/bring:** The client (hereby referred to as "host") is responsible for providing and transporting any items s/he brings in, including, food, activities, décor and games. Please be advised that while the ambassador is there to assist you, ambassadors may not be authorized/permitted to transport items (particularly valuable or delicate items, including gifts or cake) through the zoo, especially without a host present. This is to ensure all items reach their destination securely and to your satisfaction. Hosts are responsible for storing all additional food and event supplies - public refrigeration and storage spaces are not available. Please note, if ordering catering through our on-site partner, SSA, no outside food (except for cake or cupcakes) is allowed, for liability reasons. A limited number of items are not allowed on zoo grounds (including but not limited to balloons, pinatas, and confetti not allowed for animal safety reasons; outside alcohol is not permitted; ask for more information about arranging bar services through the zoo's caterer). RWPZ will do its best to inform the host in advance and also support the host throughout the planning process and the actual event.
- **Timeframes:** Hosts can have access to the venue 30 minutes before your designated rental time for setup and 30 minutes afterwards for breakdown. If you want more time, please contact the Group Sales Department – we can speak to pricing and availability. The pricing detailed on this contract refers to events occurring during the zoo's normal hours of operation (which varies by season). However, RWPZ can accommodate events before the zoo opens to the public - events scheduling their start times (including setup/breakdown) before our normal hours of operation require approval and are subject to an additional pre-open hours fee (ask for information)
- **Admission is required:** Hosts must purchase tickets for every guest, per zoo policy (member admissions not available/accepted for event attendees). Any guests exceeding the maximum allowed capacity will be turned away and the party will be ineligible for any refunds.
- **Weather policy:** Events take place "rain or shine" and are not typically cancelled due to inclement weather. However, RWPZ reserves the right to relocate or cancel any scheduled event and/or event features, especially but not exclusively based on current or forecasted weather conditions. While RWPZ makes every effort to carry out your event as planned, please note some arrangements may be weather-dependent and/or not available year-round and some are weather-dependent. This includes animal encounters/features, bounce house, and more. Roger Williams Park Zoo will notify hosts of the cancelation or weather-dependent feature feasibility as soon as possible, often 48-72 hours before the event, when the forecast is clear. If Roger Williams Park Zoo must cancel any animal encounters, events, and/or add-on features, the payments will be refunded to the client. If the host cancels any features and/or the event, all payments are non-refundable.
- **Exhibit availability, feature availability, and special notes:** Exhibit availability can vary by season. Availability can also be affected by both planned and unplanned circumstance. As the zoo expands and adds new features, please be aware that construction can limit some access. Refunds are not granted if exhibit(s) or area(s) are unavailable.
- **Uncatered events:** RWPZ staff coordinates with event hosts to set-up tables and chairs for un-catered events. An un-catered event is defined as any event without a formal full-service buffet contracted through the zoo's on-site catering partner, SSA.
 - **What is supplied to you:** The zoo can supply no more than 20 tables and up to 160 chairs for each uncatered event at no additional cost (fewer tables may be available depending on other on-site needs). This includes any and all chairs utilized by the event, including but not limited to registration areas, vendors, and sponsor tables.
 - **Ordering more equipment:** If an event needs more equipment (including but not limited to tables and chairs), they will be arranged/purchased by the client via a third-party vendor company.
 - RWPZ can setup equipment for your event. To do so, additional fees apply: After the first 20 tables and/or first 160 chairs, fees are as follows: \$5 per table and \$2 per chair. The set-up fee is due with final payment seven days before the event.
 - The zoo must preapprove your arrangements. Please see preapproval section below for full information.
- **Arrangements that require preapproval:** Preapproval from RWPZ is required for all arrangements beyond this contract, including time extensions and outside vendors. This includes but is not limited to DJs, food deliveries, and party planners. Any events wishing to make use of a professional catering company other than the on-site catering partner are subject to an additional outside catering fee.
 - RWPZ will at least require you submit the following at least 30 days before your event before preapproval can be considered: vendor order invoice(s), delivery date/time (if applicable), pickup date/time (if applicable), and the vendor's day-of contact information.
 - Changes made within 30 days of the event are each subject to a \$100 adjustment fee. RWPZ reserves the right to deny any arrangements for any reasons. At times, additional fees may be required of the client to offset staffing costs of zoo employees receiving and/or managing the delivery – RWPZ will inform you of these costs once your information is submitted. If you do not want to incur these additional costs, your request may be denied. Full policy is available upon request.
- If the client cancels the event for any reason, he/she is not entitled to any refunds, as all payments are non-refundable. Moreover, if the cancellation is made less than 7 days before the event is scheduled to take place, the client must pay all still pay any/all remaining fees owed to the zoo (this includes any features ordered at time of booking and/or since time of booking, including venue rental fees, animal features, activity rentals, etc.). This balance is not waived just because the client has chosen to cancel the event and must be paid within 24 hours of the cancellation. Failure to do so may result in additional delinquent/penalty fees at the zoo's discretion.
- All zoo policies apply, including but not limited to those posted on the website, zoo grounds, and relayed by any zoo employee/representative.



Group Sales Department
1000 Elmwood Avenue, Providence, RI 02907
Phone: (401) 785-3510 ext. 691 • GSales@rwpzoo.org

The deposit required today to book your event is equal to the venue reservation fee. Choose your payment method below:

CHECK CASH CREDIT

Name on Card: _____ **Card Number:** _____ **Exp. Date:** _____

Please make checks payable to *Rhode Island Zoological Society*. Returned checks will result in an additional \$25 fee.

Final payment and final headcount are due 7 days before your event. How would you like to pay?

Auto-pay: Automatically charge the credit card on file for the amount above seven days before the event.

Remind me: Confirm pricing with me later. (I understand that failure to pay and/or provide confirmation seven days before my event could result in cancellation of services).

BY SIGNING BELOW, I AGREE TO ALL AFOREMENTIONED TERMS AND CONDITIONS.

Signature: _____ Date: _____