



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

2026 Event Pavilion Evening Event

Organization Name: _____ Contact Name: _____

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

Estimated headcount: _____

Step 1: Reserving the Zoo

_____ **Event Pavilion (\$3500):** This event will take place in the Event Pavilion, located near the zoo's main entrance. Please note: access to the rest of the zoo and animal exhibits are not included in this specialized reservation. This event is yours from 5:30 – 8:30 PM!

Total Venue Cost:

\$ 3,500

The non-refundable reservation deposit is equal to half the cost of the venue. (Required to book).

To book your event, both a completed contract plus a non-refundable reservation deposit equal to the cost of the aforementioned venue rental fee is required. **In this case, the deposit fee equals \$1750.** This event can accommodate up to 220 guests, depending on event features.

Event Date: _____

Pavilion evening events are available from May through mid-September.

Step 2: Get WILD: Add on an animal feature (optional)

Larger Collection Encounter: Features a 30-minute presentation from a trained animal handler. Example animals include hawk, armadillo, opossum, snake, or skink. Animals assigned by RWPZ staff.

_____ 2 animals & trained interpreter(s) **\$250.**

RWPZ will work with you to schedule an appropriate encounter/experience time. If you have any timing requests, be sure to let us know.

Step 3: Customize your adventure with seasonal features (optional)

_____ **Face Painting & Henna Art:** With these artists working their magic, your event is sure to be a whimsical sensation! Children will choose from an array of beautiful designs presented to them on-site. As you plan, be sure to accurately include the number of children you expect (and therefore the number of artists you require), since we will plan staffing based on your quantity. Please be specific and/or overestimate attendance, since we cannot guarantee additional artists will be available as the event draws closer. This feature will take place from 5:30-7:30 PM.

Face painter (basic designs, 2 hours):	_____ painters (1 for every 30 kids) @ \$450 each	= _____
Face painter (premium designs, 2 hours):	_____ painters (1 for every 30 kids) @ \$500 each	= _____
Henna artists (2 hours):	_____ painters (1 for every 30 kids) @ \$500 each	= _____

_____ **Visit from Roger the Red Panda:** Guests will love a meet and greet with the zoo's official costumed mascot, *Roger the Red Panda!* Accompanied by a trusted zoo member, Roger is stationed at the main entrance to joyfully welcome everyone to the zoo. Once most guests are inside, this fan-favorite rascal can also meander through the Pavilion to exchange a few more high-fives. During his visit, Roger will interact with guests for a 20-minute block that is immediately followed by a 20-minute 'bamboo break.' For safety reasons, this on/off break cycle repeats throughout the 2-hour rental block. Book him today for the ultimate zoo photo op! **\$250 (5:15 – 7:15 PM).**

Step 4:

Designing a delicious meal (optional)

Complete your event with a hassle-free experience from the zoo's on-site concessions partner, the SSA Group. Choose from classic picnic specials, sandwich buffets, or cozy comfort foods. Don't forget to add savory sides, appetizers, or sweet treats too! To learn more or start planning, contact SSA's Catering Team (rwpzoocatering@thessagroup.com) today!

Choose your preferences below:

- ☐ I am most interested in designing a custom catering menu (the host pays for all guest meals).
- ☐ I am interested in serving alcohol at this event, which means hiring the zoo's on-site caterer to open bars.
- ☐ I do not want any catering services (additional fees and requirements may apply, consult Group Sales for more information).

Outside caterers and outside food are not permitted during evening events, but you are in good hands with SSA's skilled chefs and culinary magicians!

Step 5:

Request audio visual services (optional)

Looking to enhance your event with audio-visual services? Request equipment here. Equipment is loaned for on-site use on a first-come, first-served basis. A small flat-rate cost is applied to each reservation to cover set-up and technical support. A Group Sales representative will follow up with additional questions and confirmation that the services you've requested will be available. Please wait for a confirmation that your requested equipment was reserved.

- ☐ Yes, I would like to rent the zoo's AV equipment for the evening. **\$200 flat-rate cost.**

Please CIRCLE the services you require:

Microphone Speakers Podium Laptop TV Screen iPhone cable Android cable Internet access

Step 6:

Entry procedures

Roger Williams Park Zoo will staff the check-in table for your guests. Please choose one:

- ☐ I will provide a guestlist of names.

RWPZ will only admit names on the guestlist. The guestlist should specify whether each attendee is an adult (ages 13 – 61), child (ages 2-12), senior (ages 62+), or toddler (age 1 and under). The guestlist should include all event attendees, including but not limited to volunteers and event coordinators. This guestlist is due 7 days before the event, with your final headcount. Guests who are not included on the guestlist will be turned away.

- ☐ In lieu of providing a guestlist, RWPZ will admit anyone who identifies as being part of this event.

This includes all event attendees, such as volunteers and event coordinators. RWPZ will admit anyone who identifies with the event, until maximum capacity is reached (see section 1). Please note: This may mean more guests arrive than you originally plan, and additional fees could therefore apply. This option may result in catering shortages if more people attend than originally planned.

How much time do I have for setup?

- Hosts can arrive to the zoo for set up 30 minutes before the event begins (in this case, from 5 – 5:30 PM).
- Hosts also have 30 minutes after the event ends to pack up (in this case, 8:30 – 9 PM).
- We regret to say that hosts can't access the zoo sooner, since zoo teams will be hard at work getting everything in place for your special event!

What should I bring?

- Our happiest hosts let the zoo speak for itself! However, if personalizing the space is important to you, you can bring some branded signage or personal touches for the entrance's check-in table or pavilion. Just keep in mind all signage should be grounded (no hanging banners), and don't forget to bring sign weights to protect against wind gusts.
- For the safety of your personal items, please be advised that zoo staff may not be authorized/permitted to transport items (especially valuable or delicate items) through the zoo. This is to ensure all items reach their destination securely and to your satisfaction.
- For animal safety reasons, balloons, confetti and pinatas are not allowed on zoo grounds. Alcohol is not permitted unless provided by SSA.

Arrival information for all event attendees:

- Guests can arrive at the zoo's main entrance to enter the zoo early as 5:30 PM! The Pavilion is theirs to enjoy until 8:30 PM.
- We do suggest that guests dress in tune with the forecast and wear comfortable shoes.
- Attendees are welcome (and encouraged!) to bring their own mobility aides. Do note that zoo wheelchairs (motorized or manual) and strollers are not rented during the evening hours. Zoo golf carts are for staff and safety use only, so they would not be usable by guests/hosts.

Payment policies:

- **All payments are non-refundable. Events are non-reschedulable.** Payments cannot be exchanged and/or applied to other zoo goods/services.
- All events are scheduled on a first-come, first-serve basis. Both a completed contract and the deposit payment are required before the zoo can book your event. Due to the high volume of requests, we cannot hold dates.
- RWPZ understands there are times the host may have to cancel their celebration in advance. If you cancel at least 31 days before the event, you will not get your non-refundable payments back, but you will not owe any other fees. If you cancel 30 days or less before your event, you will owe the full balance (as calculated by your contract choices). Hosts must pay the full balance via cash, check, or credit card within 3 days of cancellation or additional fees accrue at a rate of \$10/day.
- Failure to pay the event in full can result in the zoo cancelling your experience. All checks are subject to a \$25 returned check fee. Returned checks must pay original balance plus fee within 24 hours of rejection, or they incur an additional fine of \$10/day.

Encounter Policies:

- Encounters are booked on a first-come, first-serve basis. For health and safety reasons, encounters cannot take place unless and until all nearby food is put away. Please note, all encounters will be touchless for the safety of our guests, staff, and ambassador animals. If the temperatures are outside the 65°F - 80°F range, encounters may be cancelled or (when possible) relocated indoors. RWPZ reserves the right to cancel any animal encounter at any time and for any reason, including but not limited to temperature.

Zoo Policies:

- During a nighttime rental, all zoo policies still apply, including but not limited to those posted on the website, zoo grounds, and relayed by any zoo employee/representative. The zoo will require all events abide by the COVID policies in place at the time of their gathering.
- As the zoo expands and adds new features, please be aware that construction can limit some access.
- **Please note:** During this event, only the Event Pavilion will be open to visitors; access to the Zoo's animal exhibits is not available. This is a rain-or-shine event, and the outdoor tent can accommodate up to 220 seated guests (depending on event features).

What is the zoo's weather policy? What is its cancellation policy?

- Events take place rain or shine, so you never have to worry about refunds or rescheduling! Our zoo is open for you.
- 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. Roger Williams Park Zoo will notify hosts of the cancellation or weather-dependent feature feasibility as soon as possible, but some decisions may not be available until last-minute. 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. If RWPZ cancels your experience or event, you will have the option for a refund and/or reschedule. Otherwise, all fees are non-refundable – including but not limited to the following: if a host cancels an event, and/or if the host cancels event features and/or for any overpayments. The zoo doesn't reschedule or extend events to accommodate traffic, crowds, walking delays, or any other reason.

Uncatered events and outside vendors/entertainment:

- Hosts must let us know at time of booking if they are not using SSA's on-site catering services. Depending on their plans, additional fees may apply.
- Preapproval from RWPZ is required for all arrangements beyond this contract, including outside vendors and activities. This includes but is not limited to DJs, costumed characters, entertainers, party planners, et cetera. Failure to notify zoo staff of outside vendors/entertainment at least 1 month before your event will result in a \$150 fine. At times, additional fees may be required of the client to offset staffing costs or custom needs. RWPZ will inform you of these costs once your information is submitted and failure to pay these costs at least 7 days before the event will result in the zoo withdrawing approval. Due to logistical limitations, outside catering services and outside food vendors are not permitted.



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Deposit required today. Choose your payment method below:

CHECK

CASH

CREDIT

Name on Card: _____ Card Number: _____ Exp. Date: _____ CSC Code: _____

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 remaining balance seven days before the party.

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

BY SIGNING BELOW, I AGREE TO ALL AFOREMENTIONED TERMS AND CONDITIONS ON THIS DOCUMENT AND/OR THE EVENT PLANNING GUIDE.

Signature: _____ **Date:** _____