

PARTY INFORMATION

Packages must be booked at least 3 weeks in advance. Please review the following before booking your party at the zoo.

PAYMENT

A 50% deposit is required at the time of booking the party. The remaining amount must be paid in full the Monday before the party date. The final invoice will consist of all fees for the event, including all food, beverages, and other event related charges. All payments are non-refundable. Parties are held rain or shine.

GUEST LIST

The final guest list is due the Thursday before your party. This list should have the names of all of your attendees for check in. *Note that while the names of your guests are not due until the Thursday before your party, we will ask for the maximum number of expected guests when final payment is due in order to purchase food.

FOOD AND BEVERAGE

Due to our catering contract, we are unable to allow outside food to enter the zoo for distribution. Food must be ordered through the zoo. Additional food and beverage orders are due at the time of final payment the Monday before your party. Food provided by Elmwood Park Zoo is not guaranteed to be allergy-friendly. If you have special dietary needs, please inform us during booking and we will do our best to accommodate. We will allow you to provide your own cupcake for the birthday child if this dietary need can not be fulfilled by our catering.

CUTLERY AND CANDLES

Elmwood Park Zoo provides napkins, plates, and cutlery! You will be required to bring your own candle and lighter. For the safety of our animals the zoo staff will properly dispose of the candle.

DECORATIONS

The zoo will not be providing table cloths at this time. Each party booked receives 4 picnic tables and you are welcome to bring in your own disposable table covers. You will have access to the space 30 minutes before the start of your party to decorate your space. **Please note that Elmwood Park Zoo does not allow balloons, confetti, streamers, rose petals, or anything that could blow into our exhibits and cause harm to our animals. Our staff reserves the right to remove any of these items.**

PARKING AND ARRIVAL

Parking at Elmwood Park Zoo is free! Entrance to the Elmwood Park Zoo is located at the junction of Harding Boulevard and Chain Street, across from the baseball fields connected to the Eisenhower Middle School. Zoo admission is included in the party package, so you and your guests may enter before the party time to enjoy the zoo and stay after the party too. The guest list that you provide the Thursday before your party will be used to check in each of your attendees in at the zoo entrance. Only guests on your guest list will be admitted into the zoo. Check in will direct you and your guests to the party area as they arrive. The zoo does not have a space to store items before or after your party. You may bring your own cart to transport items.

PARTY INFORMATION CONT.

YEARLY MEMBERSHIP

The Elmwood Park Zoo's yearly member discount only applies to the person booking the party and will only be valid for the initial booked package. All guests (including zoo members) must be accounted for in your headcount.

PARTY ATTENDANT

Your attendant is there to be a liaison between your party and the zoo. They will also deliver your food and beverages. They are not responsible for supervision of or entertainment for the children in your party. Please be sure to have an adult look after your young guests. The zoo requires 1 adult per 10 children at all times.

