

# PARTY INFORMATION

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

## EVENT SCHEDULE

### Outdoor Pavilion Package

Party Begins: 10:30 AM / 2:00 PM  
Animal Greet: 10:45 or 11:00 AM / 2:15 or 2:30 PM  
Food: 11:15 AM - 12:00 PM / 2:45 PM - 3:30 PM  
Party Concludes: 12:00 PM / 3:30 PM

### Indoor Lodge Package

Party Begins: 12:00 PM  
Food: 12:30 PM - 2:00 PM  
Animal Show: 1:00 PM - 1:30 PM  
Party Concludes: 2:00 PM

## PAYMENT

A 50% deposit is required at the time of booking. 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 and non-transferable. Parties are held rain or shine.

## GUEST LIST

The final guest list is due the Monday before the party. This list should include the names of all party attendees. Since children ages 0-2 are free to enter the zoo, they should not be included in your final headcount and guest list. The guest list template provided upon booking will contain a separate section for little ones "two years of age and under." Any guest list adjustments must be received by 12:00 PM the Friday prior to the party.

## 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 a party guest has a special dietary need, they are welcome to bring a separate meal.

## 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

### Outdoor Pavilion Package

The zoo does not provide tablecloths, but you can bring your own. Each party reservation includes eight 3' x 8' picnic tables. You may access the space 30 minutes prior to your party for decorating. **Please note that balloons, confetti, streamers, rose petals, or items that could harm our animals are prohibited. Our staff reserves the right to remove any of these items. You are responsible for all items. The zoo is not responsible for unattended items left in the party space.**

### Indoor Lodge Package

The zoo provides plastic table covers and each party receives 5-8 round guest tables and a gift table, depending on attendance. You may access the space 1 hour prior to the party for decorating. **Please note that Elmwood Park Zoo prohibits balloons, confetti, streamers, and similar items that could harm animals. Our staff may remove such items at their discretion. You are responsible for all belongings, as the zoo is not liable for unattended items.**

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# PARTY INFORMATION CONT.

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## 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.

## PARKING AND ARRIVAL

Parking at Elmwood Park Zoo is free! Entrance to the Elmwood Park Zoo is located at the junction of Johnson Highway and Harding Boulevard. Make sure to allow ample time to park and walk to the main entrance, as the zoo can become quite busy on weekends. All day 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. Only guests on your guest list will be admitted into the zoo. Those not included on your list will be directed to purchase full-price zoo admission tickets at the Admissions Booth. 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.

## 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. You must be a zoo member at the time of booking in order to receive the package discount. The member discount cannot be applied retroactively. All guests (including zoo members) must be accounted for in your headcount.