

# 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 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 Thursday 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." Note, 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 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

The zoo will not provide table cloths, however you are welcome to bring your own if you wish. Each party booked receives eight 3' x 8' picnic tables. You will have access to the space 30 minutes before the start of your party to decorate. **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. You are responsible for all items. The zoo is not responsible for unattended items left in the party space.**

## 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.

# PARTY INFORMATION CONT.

---

## 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.