

# WELLINGTON ZOO VENUE HIRE AGREEMENT

Wellington Zoo is an unforgettable location for a range of functions including corporate Christmas parties, meetings, children's birthday parties and family gatherings.

The following Venue Hire Agreement Form aims to ensure both the satisfaction and safety of our guests and the welfare of our animals.

## BOOKING PAYMENT TERMS

- Bookings are not confirmed until Wellington Zoo has received payment and a booking reference number has been issued. A \$200 payment is necessary to secure your venue hire for the date requested. This is to be paid 7 days from receipt of your invoice and this deposit is non refundable.

## RESPONSIBILITY

To ensure the welfare of our animals in the unique Zoo environment, the hirer is responsible for:

- The behaviour of the guests and the management of alcohol consumption.
- Ensuring the safety of the guests and ensuring the hirer's guests conduct themselves so as not to expose themselves to risk of harm.
- Ensuring Zoo facilities are not left in an abused or damaged condition.
- Ensuring the function (and any packing down that must be done) finishes within the designated venue hire period and that any decorations and hire equipment are removed at the conclusion of the function.
- Costs incurred through damage to facilities is at the cost of the hirer who may then take the matter up with the person/s responsible.
- Enforcing Zoo rules that, amongst other things, prohibits balls, whistles, balloons, bikes, skateboards and roller blades in Zoo grounds.

## ZOO RULES

- Remember that the animals at Wellington Zoo are wild.
- For safety purposes the hirer and all guests are required to stay behind safety barriers at all times, to follow the Zoo rules and to follow the directions of any Zoo staff.





## CATERING AND HIRE EQUIPMENT

- If you are holding a children's party you are welcome to self-cater.
- Pack-out must be on the same day as only minimal overnight storage is available.
- For all other functions please contact one of the following preferred suppliers directly:

Baxter's  
04 2389170  
baxterscatering@extra.co.nz  
www.baxterscatering.co.nz

Mojo Zoo  
04 380 0064  
zoo@mojocoffee.co.nz  
www.mojocoffee.co.nz

Ruth Pretty  
06 364 3161  
Events@ruthpretty.co.nz  
www.ruthpretty.co.nz

Smith the Grocer  
0800 764 843  
info@smiththegrocer.co.nz  
smiththegrocer.co.nz

Red Pebble (theming)  
www.redpebble.co.nz

Metro Lighting (lighting, staging, rigging)  
www.metrolighting.co.nz

Spyglass ( AV hire )  
www.spyglass.co.nz



## ALCOHOL USE

- Events where alcohol is consumed must be adequately supervised by the hirer.
- For the safety of Zoo visitors and animals, people who are intoxicated can be removed from the Zoo.
- If you have alcohol at your function, it is to be consumed in the designated private function area only.
- No alcohol is to be taken out of these areas.

## ZOO GROUNDS AND PARKING

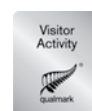
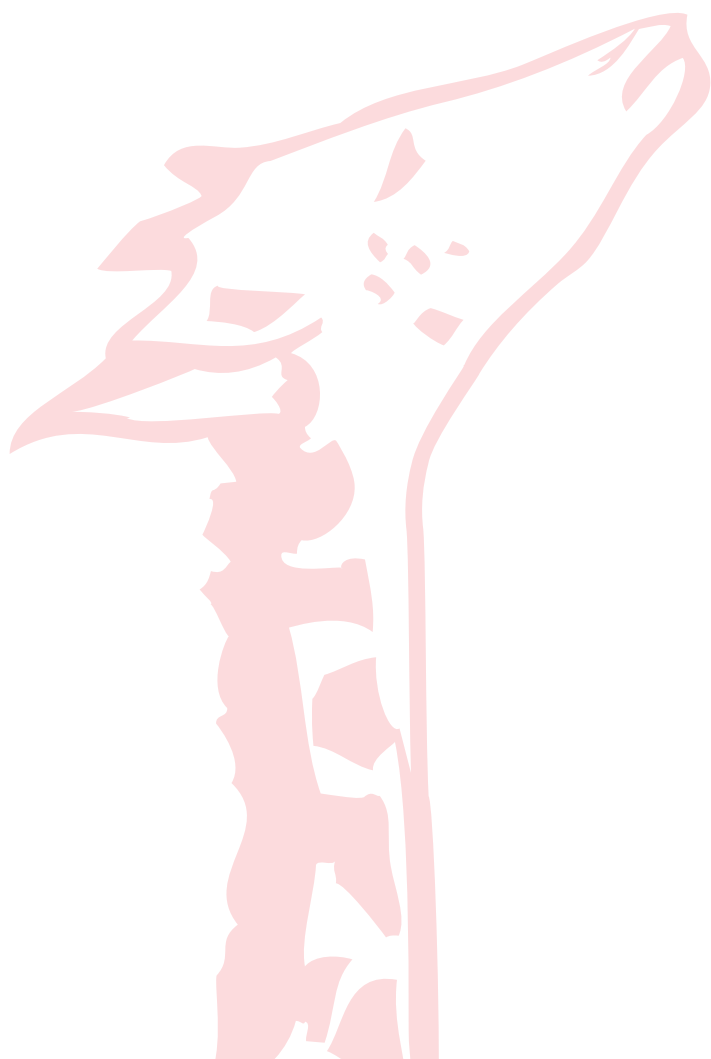
- Entry will be granted for vehicles to deliver supplies to your function by prior arrangement only.
- Vehicles need to be removed from the grounds immediately after unloading.
- No glassware is permitted outside of the venues—plastic drinking vessels to be used.
- We do not have specific car parking available for functions—general parking is available outside the Zoo.

## MUSIC AND ENTERTAINMENT

- Some areas of the Zoo may have music restrictions or guidelines. Please discuss entertainment plans at time of booking.
- Please ensure your entertainers are aware that whistles, balloons, scooters and bikes are strictly forbidden.

## PHOTOGRAPHS

- Photography for non-commercial purposes is welcomed in the Zoo.
- Consent must be granted for commercial or media photography. Please discuss photography plans at time of booking.



Date of function: \_\_\_\_\_

Venue: \_\_\_\_\_

This booking is not confirmed until full payment has been received and the Venue Hire Agreement form has been signed and returned to the Wellington Zoo.

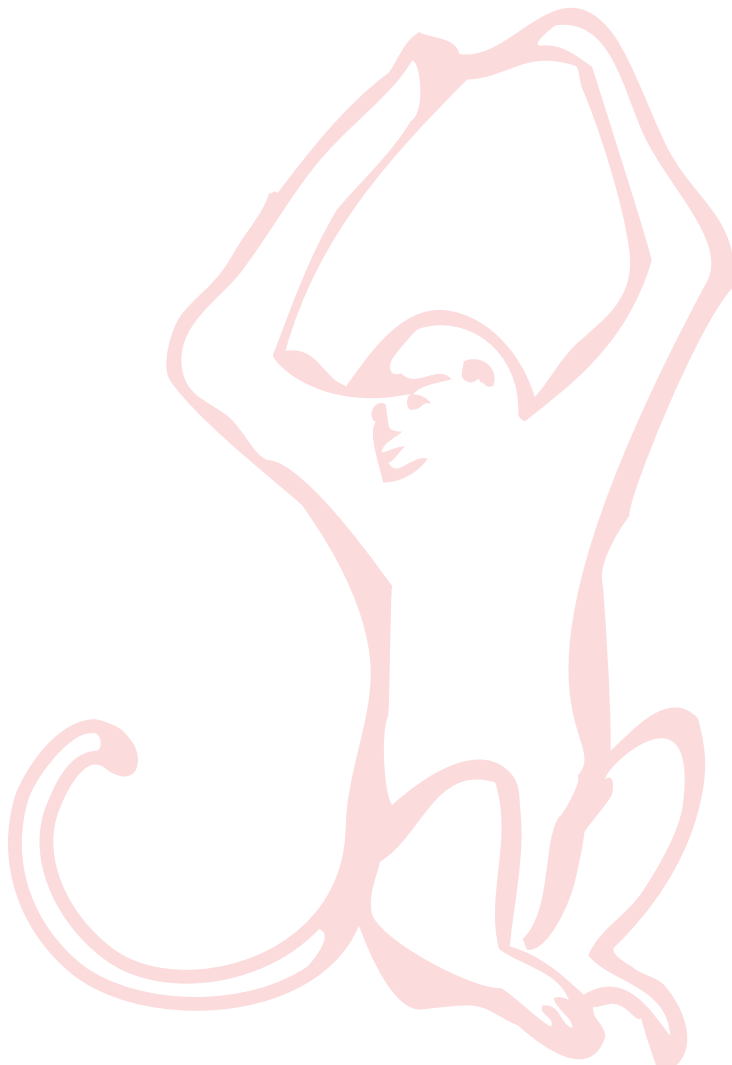
I agree that the above information is correct and I understand the Venue Hire Agreement Terms

Signature: \_\_\_\_\_

Name of hirer: \_\_\_\_\_

Name of authorised representative of hirer: \_\_\_\_\_

Date: \_\_\_\_\_



# VENUE HIRE BOOKING FORM

Today's Date: \_\_\_\_\_ Date of function : \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Suburb: \_\_\_\_\_ Mobile: \_\_\_\_\_

Please fill in the details of your function below:

Required Venue: \_\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

Please indicate if the following are required:		Yes/No	
			Details:
Room set up (Archibald or Kamala's only)			
Theatre			
Boardroom			
Other			
Guided tour	\$115		Time:
Animal Visit	\$115		Time:
Cheetah Encounter	\$2,000 for guests 14 years+		Time:

You are welcome to choose any of our preferred suppliers

Please pass on your caterers contact details so we can allow site access on the day

Payment in full is necessary to confirm your booking

*Thankyou*



# VENUE HIRE PRICE GUIDE

All venues include free Zoo entry for up to 30 people, any extra people are charged at a reduced rate of \$15 per adult and \$5 per child

Covered Venues	1/2 Day	Full day	Evening	Includes
<b>The Nest Boardroom</b>	\$300 8.30am – 12.00pm or 1.00pm – 4.30pm	\$500 8.30am – 4.30pm	Not available	Data projector, whiteboard, tables and chairs, heating
<b>The Living Room</b>	\$450 9.30am – 12.30pm or 1.30pm – 4.30pm	Not available	\$1000	Low child friendly tables and chairs, heating
<b>Archibald Centre</b>	\$450 8.30am – 12.00pm or 1.00pm – 4.30pm	\$600 8.30am – 4.30pm	\$1000	Data projector, whiteboard, flipchart, tables + chairs, heating
<b>Kamala's</b>	\$600 9.30am – 12.30pm or 1.30pm – 4.30pm	\$1000	\$1500	Tables, chairs, some audio visual equipment, heating
<b>Wild Theatre</b>	\$450 2.00pm – 5.00pm	Not available	\$1000	Bleacher style seating, no heating
Animal Shelters	1/2 Day	Full day	Evening	Includes
<b>Giraffe Deck</b>	Not available	Not available	\$1000	Views over the Giraffe area, some shelter
<b>Red Pandas</b>	Not available	Not available	\$1000	Views over the Red Pandas, some shelter and bench seating
<b>Chimp Lawn</b>	\$450 9.30am – 12.30pm or 1.30pm – 4.30pm	\$600	\$1000	Views over the chimp park, picnic style seating for 30 people, no shelter
<b>The Nest Plaza</b>	Not available	Not available	\$1000	Bleacher style seating for 30 people, some shelter
<b>African Village</b>	\$450 9.30am – 12.30pm or 1.30pm – 4.30pm	Not available	\$1000	Views over the African Savannah, bench seating for 20 people, some shelter

To book the whole Zoo, this includes access to all venues \$4,000 + \$15 per adult and \$5 per child.



# CAPACITY DETAILS

Venue	Theatre	Board/U shape	Classroom	Banquet	Cocktail
The Nest Boardroom	N/A	12	N/A	N/A	N/A
The Living Room	30	15	15	Nil	30
African Savannah Deck	N/A	N/A	N/A	20	50
Nigalya Ponya Valley	N/A	N/A	N/A	20	60
Archibald Centre	70	25	30	50	70
The Chimp Lawn	N/A	N/A	N/A	N/A	150
The Nest Plaza	N/A	N/A	N/A	N/A	150
Kamala's	100	45	50	100	200
Wild Theatre	260	N/A	N/A	N/A	260
African Village	N/A	N/A	N/A	12	500

