

# 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

- Full venue hire payment and Zoo entry per person (if required) is necessary to secure your venue hire and the date requested. This is to be paid 7 days from receipt of your invoice.
- A signed copy of the Venue Hire Agreement must accompany your booking confirmation form.
- If extra guests are attending, final numbers for Zoo admission tickets must be confirmed 10 working days prior to your function.

## Cancellations

- Refunds will not be given for any cancelled bookings in the summer season (1 October to 31 March).
- Refunds will not be given for cancellations made within 21 days of the function, outside of the summer season (1 October to 31 March)
- A 50 per cent refund will be given on bookings cancelled with more than 21 days notice, and outside of the summer season.

## 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.



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## 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.

## Group Zoo Admissions

- When you hire a venue the Zoo entry is on a sliding scale that reduces the costs of entry for groups.
- You must pre-order and pay for wristbands to allow Zoo access. You will be charged for the number of pre-ordered entries.
- No entry is allowed without a wristband. If an attendee forgets their wristband they must purchase an entry ticket at full cost from the main entrance.

## 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:

### Attitude for Food

04 562 6200

[attitude4food@paradise.net.nz](mailto:attitude4food@paradise.net.nz)

[www.attitude4food.co.nz](http://www.attitude4food.co.nz)

### Baxter's

04 2389170

[baxterscatering@xtra.co.nz](mailto:baxterscatering@xtra.co.nz)

[www.baxterscatering.co.nz](http://www.baxterscatering.co.nz)

### Mojo Zoo

04 831 1314

[zoo@mojocoffee.co.nz](mailto:zoo@mojocoffee.co.nz)

[www.mojocoffee.co.nz](http://www.mojocoffee.co.nz)

### Ruth Pretty

06 364 3161

[Events@ruthpretty.co.nz](mailto:Events@ruthpretty.co.nz)

[www.ruthpretty.co.nz](http://www.ruthpretty.co.nz)

### Smith the Grocer

0800 764 843

[info@smiththegrocer.co.nz](mailto:info@smiththegrocer.co.nz)

[smiththegrocer.co.nz](http://smiththegrocer.co.nz)



# Wellington Zoo Venue Hire Agreement

## **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.



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**Please sign the Venue Hire Agreement Form and return to:**

Zoo Functions  
Wellington Zoo  
200 Daniell St, Newtown, Wellington  
DDI: 389 3692  
Fax: 389 4577  
Email: [wellingtonzoo@wellingtonzoo.com](mailto:wellingtonzoo@wellingtonzoo.com)

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

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

***This booking is not confirmed until full payment has been recieved 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:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

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

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

**City:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**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:
Set up			
Electronic whiteboard	No charge		Please book (Archibald only)
Data projector	\$220		Archibald and Living Room only
Flip chart & easel	\$50		Archibald only
Stereo	\$50		
Guided tour	\$115 + per head zoo entry		Time:
Animal Visit	\$115		Time:
Cheetah Encounter	\$2,000 for guests 15 years+		Time:

Zoo entry:	Number of people
Adults (15+ years)	
Children (3-14 years)	
Children (under 3 years)	

**You are welcome to chose any of our preffered 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 Inclusions and Additional Information

## Zoo entry prices:

Number of people	Adults	Children (3-14 years)
0-9	\$18 .00	\$9.00
10-19	\$16.20	\$8.10
20-69	\$15.30	\$7.65
70-199	\$14.10	\$7.20
200 +	\$10.50	\$5.00

NB: Entry is free for children under the age of 3.

**During the peak function season (weekends in November and December) we offer set time slots.**

Time slot	Venue
9.30am – 12.30pm	Archibald Chimp Lawn Living Room
1.30pm – 4.30pm	Archibald Chimp Lawn Living Room
2.30pm – 9.00pm	Wild Theatre
5.30pm – 9.00pm	Archibald Chimp Lawn
4.30 pm – 9.00pm	Red Pandas African Deck African Hide African Village Nest Plaza

All prices listed include GST and Wellington Zoo reserves the right to change prices at discretion without notice. Thank you for your continued support.



# Venue Hire Price Guide

(Zoo entry fees not included)

Please note that all venues have a 2 hour minimum hire rate.

Venue	Covered	Capacity	Day (8.30am-4.30pm)	Evening (4.30pm onwards)
<b>Archibald</b>	Fully	70	\$80 per hour \$400 for full day	\$125 per hour available until 10.30pm all year
<b>African Savannah Deck</b>	Deck with partial roof cover	50	Not available	\$125 per hour available until 8.30pm during daylight savings
<b>African Village</b>	African huts, partial roof cover	500	\$80 per hour	\$125 per hour available until 8.30pm during daylight savings
<b>Niglaya Ponya</b> (home of the Red Pandas)	Deck with partial roof cover and patio	60	Not available	\$125 per hour available until 8.30pm during daylight savings
<b>Wild Theatre*</b>	Fully	260	\$80 per hour	\$125 per hour available until 8.30pm during daylight savings
* Special price Aug 2010 - Jan 2011			* Only available after 2.30pm	
<b>Chimpanzee Lawn</b>	None	150	\$80 per hour	\$125 per hour available all day until 8.30pm during daylight savings
<b>Living Room</b>	Fully	35	\$80 per hour (Weekends only)	\$125 per hour available all day until 8.30pm during daylight savings
<b>Nest Plaza</b>	Partially	200	Not available	\$125 per hour available all day until 8.30pm during daylight savings
<b>Nest Meeting Room</b>	Fully	12	\$500 includes Zoo entry and use of data projector and electronic whiteboard	Not available

