

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 is necessary to secure your venue hire and the date requested. This is to be paid by the 20th day of the following month of the confirmation, as indicated on the invoice you will receive also.
- A signed copy of the Venue Hire Agreement must accompany your booking confirmation form.
- Final numbers for Zoo admission tickets must be confirmed 10 working days prior to your function.
- All remaining details are to be finalised 10 working days prior to your function. This includes payment for any extra people, i.e. additional to those already paid for.
- 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.
- Any damage to Zoo property. Cost 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.

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

- Velluto Café is the exclusive catering supplier of food and alcohol to Wellington Zoo.
- Pack-out must be on the same day as only minimal overnight storage is available.

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.

Please sign the Venue Hire Agreement Form and return to:

Zoo Events
Wellington Zoo
200 Daniell St, Newtown, Wellington
DDI: 389 3692
Fax: 389 4577
Email zooevents@wellingtonzoo.com

Date of function: _____

Venue: _____

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: _____