

MINNESOTA ZOO BIRTHDAY PARTY RESERVATION REQUEST



Please do not assume your party is confirmed until you receive written confirmation from the Minnesota Zoo.

To help us process your reservation, please fill out and send in this form by e-mail to parties@mnzoo.org or by fax to 952-431-9508. You must book your party a minimum of two weeks prior to the party date. Once your information has been received, you will be sent a written confirmation of your reservation along with your party invitations. Our birthday party coordinator will then call you the Tuesday before the party to confirm all final information with you such as final guest count and add-ons.

CONTACT INFORMATION

Adult Contact Name:		Today's Date:	
Mailing Address:			
City:	State:	Zip:	
Home Phone # :	Email:		
Cell Phone # :	Member # :	Membership Expiration:	
Birthday Child's Name:	M or F	Age To Be:	Storytime (recommended for age 3-4), Bingo (age 5-7), or Pictionary (age 8+)?
Indicate 1st & 2nd choices for time			
Desired Party Date: <i>Sat or Sun/Month/Day</i> <i>We only book up to 4 months out from today's date</i>	10:00am-11:30am	12:30pm-2pm	3pm-4:30pm (NOT available Oct.-Apr)
Est. # of children:	Est. # of adults:	# of invitations desired:	
Is there anything else we should know to help make your party a success? (special needs, requests, etc.)			

BIRTHDAY PARTY PACKAGE COSTS (includes tax)

Non-Members	\$325
Members	\$300
Additional guest	\$15

ADD-ON FOOD/BEVERAGES: (package already includes one cupcake cake and fruit punch for 15)

Additional:	Quantity:	Amount
Pull apart cake \$30.00 (white cake) (for approx. 15 people)		\$
Cupcakes (4 pack) \$6.00		\$
Fruit punch (46 oz.) \$4.00 (for approx. 12 people)		\$
Totals:		\$

Food: If interested in food (other than cake & juice), please contact Lancer Catering at 952-953-0667 or email MZGsales@lancercatering.com *All food orders must be placed four business days before the date of your party.*

To proceed with your reservation, please review the following policies, supply your credit card information and sign.

Card Type: VISA MC DISC AMEX	Account #:	Exp. Date	(3-digit number back of card)
Name on Card and Billing Address:			

I have read the information provided and agree to abide by the guidelines set forth by the policies of the birthday parties and the Minnesota Zoo. Further, I agree to pay for the services as listed in the Terms and Agreement before my party will be provided.

Client Signature:	Date:
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Return this form to:

Minnesota Zoo | Sales
13000 Zoo Blvd. Apple Valley, MN 55124
Fax: 952-431-9508 or email: parties@mnzoo.org



Policies:

Billing: Payment of the base package price in the amount of \$325 (\$300 for members) will be charged to your credit card at the time of booking. Any additional guests (\$15 per person extra charge) or other add ons will be noted by your Zoo staff person who will then take the statement to the Guest Services desk so you can make your final payment before you leave the Zoo.

Cancelation Policy: If you have to cancel your party, your money will be refunded less a \$50.00 service fee. You may also reschedule the party within 2 months of the original date of the party. You may only reschedule once.

Final Guest Count: Your final guest count must be received by your Zoo salesperson THE TUESDAY BEFORE your party date. Your final count should include ALL children AND adults attending the party (including the birthday child and parent(s)). All guests will be counted regardless if your guests are members or not. Your package includes 15 people (ages 3 & up). Additional guests will be charged to the birthday host at \$15.00 per person. Maximum amount of guests: 30 people.

Food and Beverage: Your party will include one themed pull-apart cupcake “cake” and beverages for 15 people. Birthday cakes are made in a facility that uses nuts (therefore, if you have a person with an allergy, you may bring something appropriate for that person). Additional cake & juice may be purchased with your reservation. If you wish to have other food (such as pizza, hot dogs, or snacks), Lancer Catering will be happy to assist you and can be contacted at 952-953-0667 or MZGsales@lancercatering.com. Outside food (except for an allergy substitution) is not allowed. You may bring any extra cake or juice home with you after the party, but any other remaining food items can not be taken home due to food safety considerations.

Decorations: The Minnesota Zoo’s party room is decorated with marine animal silhouettes. Because of time constraints, outside decorations are not allowed. For the safety of the animals, balloons, glitter, confetti, straws, bubbles, noisemakers & whistles are not permitted anywhere inside the Zoo.

Guest Check-In, Parking and Pick-Up: Please arrive at the Zoo at least 15 min. prior to the time you indicated on the invitation as the start time and check in at Guest Services at the South Entrance. Guests should park in either the Camel or Gibbon lots and will need to bring their invitation with them as this is their ticket into the zoo. **UNDER NO CIRCUMSTANCES ARE PARENTS TO DROP OFF THEIR CHILD TO ANYONE OTHER THAN THE PARTY HOST (YOU).** Zoo staff will meet your group at Guest Services five minutes prior to the start time. Please indicate to the parents if they **ARE** or **ARE NOT INVITED** to the party. All guests in the room during the birthday party (regardless of membership) will be counted and charged to the Client. If you will be exploring the zoo after the party, indicate the pick up time to coincide with the time you plan to leave the zoo. Parents should pick up their children at the Guest Services Desk.

Hours: The Minnesota Zoo is open May - September from 9:00 am – 6:00 pm and October – April 9:00 am to 4:00 pm. The Wells Fargo Farm is open from May to November only.

Gifts: We are happy to hold your gifts for you at Guest Services either before or after the party while you visit the Zoo.

Weather: Parties are held rain or shine. The birthday party room is located within the main building of the Zoo. If you choose to explore the Zoo, please advise your guests to dress appropriately for walking around the Zoo as several exhibits are outdoors. In the event of weather severe enough to close the Zoo, we will attempt to notify you and ask if you would like to reschedule or have all of your money refunded.

General Information: If you have any questions, please feel free to call 952-431-9200.