

Alexandria Zoo Venue Rental Contract & Policy

For and in consideration of the sum hereinafter specified, Alexandria Zoological Park (Lessor) grants the Lessee the use of the facility referred on the attached Rental Form. The attached Rental Form is herein made a part of said contract. ACCESS TO THE BUILDING OR CAMPUS WILL NOT BE AVAILABLE EXCEPT DURING THE DESIGNATED HOURS LISTED ON THE ATTACHED RENTAL FORM.

PAYMENT

- The Lessee agrees to pay the City of Alexandria Zoo and Friends of the Alexandria Zoo (FOTAZ) the fees outlined in the attached Rental Form.
- A \$50 non-refundable deposit and signed copy of this Venue Rental Contract and Policy is required to reserve your venue and date.
- Fees will be invoiced two weeks prior to the rental.
- The invoice is for the remainder of the rental fees and is due in full on the date of your scheduled rental unless other arrangements have been made and approved by the Zoo.
- If your rental is rained out, the only fees charged will be the \$50 deposit.
- If you must cancel your rental, please inform the Zoo (318-441-6814) as soon as possible.

FACILITY

The rental includes the established electric lights, heat and/or air-conditioning needed for the presentation of the attraction or use; however, failure to furnish any of the foregoing resulting from circumstances beyond the control of the Lessor shall not be considered a breach of the agreement.

ACCESS

The duly authorized representatives of the City of Alexandria/Alexandria Zoo shall have free access at all times to all space occupied by the Lessee.

SET-UP & CLEAN-UP

- Set-Up /Clean-Up includes the normal setup and break down of tables and chairs in the facilities / areas and removal of filled trash bags only.
- Arrangements can be made for the unloading of event supplies and equipment inside the Zoo, but vehicles may not remain inside the Zoo. All vehicles must park outside of the Zoo perimeter in public parking areas.
- The Lessee shall be responsible for general clean-up of rental area. The disposal of all food, decorative items such as table coverings, all paper/plastic goods, cans, plant material, etc., and loose debris after the use of the facility are the responsibility of the Lessee.
- Trash cans are provided.
- If excess clean-up is required by the Zoo, additional fees will be charged to the Lessee.

ZOO ENTRY

- Alexandria Zoo will print and provide admission tickets for Lessee's event. Admission tickets are only valid for the day of Lessee's event.

- Lessee is responsible for the distribution of tickets to event attendees prior to the event. Lessee must return all undistributed tickets to Alexandria Zoo prior to the event start time or the Lessee will be charged for all printed tickets.
- Stroller and wagon rentals are not available during evening rentals.

TRAIN & AVIARY

- During regular operating hours, the group rate for the train is \$2 per person and \$1.50 each for feed sticks. To attain the group rate tickets must be paid for in one transaction by a single individual.
- For events held after 5 pm, a train conductor fee of \$50 will be charged for the three-hour rental period, in addition to the purchase of train tickets.

DECORATIONS

- Alexandria Zoo does not provide table coverings or decorations.
- Alexandria Zoo must approve all plans for decorating or preparing for your event. We reserve the right to reject any ideas or plans that have presented problems in the past, appear to be unsafe, or present a threat to the animals or the general public.
- No nails, tacks, screws, staples, pressure sensitive tape or other damaging techniques shall be used on walls, woodwork, or other structures.
- For the safety of our animals, we do not permit balloons, straws, glassware, piñatas, silly string, confetti, glitter, whistles or other noisemakers to be on zoo grounds.
- Please contact the zoo office (318-441-6814) for approved methods of hanging or securing decorations and equipment.
- All decorations must be nonflammable materials and shall conform to applicable codes and regulations.
- Clarifications regarding Fire and Life Safety codes can be obtained from the Alexandria Fire Prevention Office (318-441-6607).

ACTIVITIES, ENTERTAINMENT & SOUND SYSTEM

- Balls, frisbees and other flying objects are prohibited. Please consult the Zoo before bringing items and activities into the zoo.
- Lessee must provide their own PA system.
- All entertainers must report to the zoo office upon arrival. All music must end by 9:30pm.
- Karaoke is not permitted during regular operating hours.
- Alexandria Zoo reserves the right to control the volume of any music presented.

FOOD & BEVERAGES

- No food can be sold inside Alexandria Zoo except by Alexandria Zoo.
- The Palm Café is located in the Festival Plaza. For special item requests, large group preparation, or requests for evening events, please call the Guest Services Office at 318-441-6820.
- Any plans to bring additional food items into Alexandria Zoo should be presented to the Zoo for approval. Most private parties and events are catered. Caterers must contact the Zoo prior to the event for arrival and set up details.
- All caterers and vendors must provide proof of insurance. The policy must list the City of Alexandria, Alexandria Zoological Park, and Friends of the Alexandria Zoo as co-insured.
- No straws, plastic drink lids or glass bottles are allowed in the Zoo.

- No alcoholic beverages are allowed in the Zoo during regular operating hours. Alcoholic beverages are allowed during events occurring after Alexandria Zoo's regular operating hours.
- If Lessee is cooking on the Zoo campus, the location must be pre-approved by Alexandria Zoo.
- Grease cannot be dumped anywhere on Alexandria Zoo campus.
- CRAWFISH
 - Crawfish must be cooked in a pre-approved location. Lessee (client) is responsible for clean-up.
 - All tables must be covered with plastic when serving crawfish.
 - Crawfish remains must be hauled off Alexandria Zoo premises by Lessee.
 - Contact a zoo employee for information regarding the proper disposal of crawfish cooking water.

CONDUCT

- The City of Alexandria and Alexandria Zoo reserves the right to refuse to a person or persons under the influence of excessive alcohol, or whose conduct is such as to make him or her objectionable to others or the safe operation of the Zoo. LESSEE understands that any underage drinking or use of illegal substances occurring inside the Zoo will be cause for immediate dismissal from the Zoo. Person(s) will then be subject to arrest by police.
- Minors must be accompanied by at least one adult chaperone per 4 children while in the Zoo. No exceptions.

SECURITY

- The rental does not include guards, police, firemen and other support personnel.
- Lessee must provide security for the front gate during an evening rental and must show proof of hire prior to the event. Security must remain at the gate for the entire event. It is also suggested that you provide security for the parking areas.
- For information related to security, contact Alexandria Police Department through the desk Sergeant at 318-441-6442.

ADVERTISEMENT

- Alexandria Zoo must approve any type of advertisement or publicity for your activity or event. This includes invitations, posters, radio or TV coverage and any other ways Alexandria Zoo's name is used.
- The use of the event name "Zoo Day" or any other Alexandria Zoo event name (past or present) is prohibited.

PETS

- No pets of any kind are allowed inside Alexandria Zoo at any time.

LIABILITY

- Alexandria Zoo and City of Alexandria shall not be responsible for loss or damage to machinery, equipment, paraphernalia, costumes, clothing, scenery, trunks, exhibit materials, musical instruments, or causes for same, or any other property of the Lessee caused by theft, fire, riot, strikes, acts of God or any other course of whatever nature or kind.

- Alexandria Zoo and City of Alexandria will not be responsible for any lost, damaged, or stolen property.
- The Lessee shall be liable for all damages to the campus, buildings and equipment; normal wear and tear expected.
- The Lessee agrees to indemnify, hold harmless and defend from any claims or suits arising out of injury or death to any person or damage to property resulting from the use of said buildings or campus.

SUBLEASING & COMMERCIAL USE

- The Lessee shall not assign or sublet to others the space covered by the Lease Agreement, with the exception of exhibitor/vendor booth space as approved by Alexandria Zoo.
- Alexandria Zoo reserves the right to determine appropriate activities according to purpose.
- The only fundraising activities allowed are those for Zoo related purposes. Any additional solicitation or sales (merchandise, food, drink, etc.) on Zoo grounds during a rental is strictly prohibited.

ADDITIONAL TERMS

- The City of Alexandria may terminate any grant of space to the lessee if the use of property shall in any way conflict with Federal, State and local laws, or if the occupancy shall operate to the discredit of Alexandria Zoological Park or the City of Alexandria. The Lessee shall not permit the occupancy to exceed the City of Alexandria and/or the Fire Marshall occupancy ratings and occupancy limits.
- No person, group or association shall be excluded from the use of any public facilities because of race, color, creed, or national origin and no rules may be promulgated by Lessees of the public facilities which will discriminate against any person, group or association or exclude them from use of the public facilities or participation in the public facility's activities.
- The Lessor reserves the right to cancel any previously booked dates that conflict with Alexandria Zoo events and other needs deemed appropriate by the City of Alexandria. A sixty (60) day notice will be given and with appropriate payments returned to the party concerned that subject date(s) will be cancelled. In declared emergencies, the sixty (60) day notice may not be required.
- The City of Alexandria will only open and close the facilities at the specified time on the attached rental form. The Lessee shall have a responsible party in the facility at all specified times.
- Events must end by 9:30 pm to allow for disbursement of crowd and transport pick up. Failure to comply will result in inability of future bookings.

GENERAL ZOO POLICIES

For the safety and welfare of our animals and visitors, the following rules apply:

Guest Safety. Guests are to stay on public pathways only. Barriers between you and the animals such as rails, moats, rocks, and fencing are there for the safety and protection of both you and the animals. Please do not lift children over rails or barriers, allow them to play on rocks, rest them on railings, or stick fingers or arms through fences. Do not enter non-public areas and stay on the main pathway and in visitor areas at all times. Do not hang objects over railings, fences, or other barriers.

If someone is acting inappropriately or dangerously, they may be escorted from the Zoo. If you see someone acting in this manner, please contact a Zoo staff member immediately.

Animal Health and Safety. Harassing the animals or intentionally harming an animal is strictly prohibited. You will be escorted out of the zoo. Balloons and plastic straws/lids are very dangerous to animals and are not permitted inside the Zoo for any reason.

All of our animals are on special diets. Do not share your food with them. Fish food can be purchased to feed the koi only.

Dress Code. For the health, safety, and comfort of all guests, shirts and footwear must be worn at all times. Provocative, revealing, or offensive clothing is prohibited. Disguises, costumes, or articles of clothing that conceal a visitor's identity are prohibited.

Severe Weather & Emergencies. Alexandria Zoo is a rain or shine facility. Rain checks and refunds will not be granted. In the event of severe weather, guests may be refused entry into the zoo, or if already in the zoo, guests may be asked to relocate to indoor facilities. Guests must comply with staff requests in the event of an emergency situation.

Tobacco Use & Vaping. Alexandria Zoo is a tobacco-free and vape-free Zoo. The Zoo does not permit vaping, smoking, chewing, or any other use of tobacco products on Zoo property.

Personal Wheeled Devices. Skates, roller blades, skate boards, scooters, bicycles, and unauthorized motorized vehicles (other than wheelchairs or electric scooters for the disabled) are prohibited.

Other Devices. Drones (or any similar remote-controlled vehicles/flying devices), selfie sticks, loud noise makers and lasers are prohibited.

Weapons. Firearms and weapons of any kind (even if you have a concealed carry endorsement) are strictly prohibited on Zoo grounds. This includes items that appear to be weapons, including toy guns. Any other items deemed dangerous, suspicious, or inappropriate are also prohibited.

Outside Food & Drink. Visitors cannot bring glass containers, plastic straws or lids, anything that needs to be cooked, grills of any kind, or any alcohol into the Zoo. We do not offer storage lockers or places to store coolers/picnic lunches.

Zoo Landscape. Please do not pick the flowers or foliage, climb trees, or disturb the landscape so everyone has an opportunity to enjoy the many beautiful things growing throughout the Zoo.

Pets. Pets are not permitted on Zoo grounds, in the parking lot, or in cars.

Service Animals. Alexandria Zoo welcomes guests with disabilities who use service dogs as determined by the Americans with Disabilities Act. For the health and safety of the animals in our care, emotional support animals are not permitted.

Photography. Your visit constitutes implied consent to be photographed/filmed and to have those photos/videos published on the Zoo's website, social media, promotional materials, and/or in publications. Student/commercial filming and photography must be approved by the Zoo in advance.

Advertising, Campaigning, & Fundraising. Campaigning, distribution of any advertisement (circular or handbill), or solicitation of funds or pledges of contributions within Zoo property is prohibited.

Alexandria Zoo reserves the right to refuse admission to anyone who does not comply with these policies. Additionally, breach of any of these policies may result in removal from the zoo without refunded admission.

A \$50 non-refundable deposit made out to Alexandria Zoo and a signed Venue Rental and Contract Policy is required before rental dates will be reserved.

By signing below, I acknowledge I have read and agree to all terms and conditions of Alexandria Zoo's venue rental contract and policy.

Lessee Group / Organization Name (Please Print)

Signature of Lessee

Name of Lessee (Please Print)

Date

Signature of Alexandria Zoo Representative

Name of Alexandria Zoo Representative (Please Print)

Date

