



The Birmingham Zoo BIRTHDAY PARTY POLICY CONTRACT

Please initial by each X, sign the bottom, and send to the postal address or email indicated below (email preferred).

1. Reservation and Deposit:

Orders must be received by the Birmingham Zoo, Inc. a **minimum of two (2) weeks prior to the date of the party.** BZI requires a **50% non-refundable deposit of the TOTAL amount due (tax included)** upon the booking of the birthday party. The reservation will not be official, and the date will not be held, until the 50% non-refundable deposit has been received. The Birthday Party Contract also must be completed, signed, and returned prior to the birthday party date. The contract can be sent by email to party@birminghamzoo.com or via US Postal Service or in person. All reservations require a **credit card on file, whether payments are by cash, credit or check.** X_____

2. Final payment must be paid in full at least 7 days prior to party date. If payment is not received, credit card on file will be charged. X_____

3. Guest Count and Guest List:

A **guest list** is requested at least **48 hours prior to the date of the party.** Any person who arrives without a prepaid wristband or if their name is not on the guest list will **not** be admitted as your guest. The standard party covers up to 16 guests. You will be charged for any additional guests. X_____

5. Cancellation or Date Change:

Cancellation of your event will result in the forfeiture of your 50% non-refundable deposit. In the event of SEVERE weather that causes the Zoo to close, your party would be rescheduled. Light rain and cold temperatures are not considered severe weather, so please dress appropriately. Reschedule dates are based on availability. X_____

6. Rides:

Availability of rides and activities are subject to change or cancellation based on weather conditions. X_____

7. Setup/Security:

The Birmingham Zoo will be responsible for setup and cleanup of all birthday parties. The Birmingham Zoo is not responsible for lost or stolen items or birthday gifts. X_____

8. The following items are NOT permitted on the grounds of the Birmingham Zoo:

Balloons, confetti, birdseed, rice, grills, pets of any kind, smoking, alcoholic beverages, games involving throwing or striking objects (i.e. piñatas), straws and Styrofoam products. **No open flames** of any kind are permitted on the grounds of the Birmingham Zoo. Birthday candles will be provided/permitted under the supervision of the birthday party ambassador. X_____

9. Gifts are not opened at the Zoo. The Zoo does not have a secure place to store your gifts. It is suggested that any gifts be collected and taken to a vehicle prior to entering the Zoo. Latecomers may leave their gifts in the membership office to be picked up later. X_____

10. ALL PARTIES BEGIN AT THE SCHEDULED TIME. Each party group should meet at the flag pole in the center of the parking lot 15 minutes before party time. Please do NOT gather in front of the cashier booths or membership express entry. Your birthday party ambassador will greet and escort your party into the Zoo **at the scheduled time.** Late arrivals can enter through our Membership Office as long as their name is on your guest list. Parties last approximately 60-90 minutes. Your group is welcome to spend the

remainder of the day at the Zoo after the party is over. Party guests are not allowed to enter the Zoo prior to the party time for free. The Zoo typically closes at 5:00 PM except during extended summer hours when it is open until 7:00 PM on Saturdays and Sundays. Please keep this in mind when scheduling your party. During October and December the Zoo closes at 4:00pm to prepare for night time events. **X**_____

11. Birthday Cake and Other Food:

Beverages and birthday cake are provided in the cost of the birthday party. Additional food (pizza or other cake options) may be purchased as add-ons to the party. The client may **not** bring their own cake or any other outside food or drink into the Birmingham Zoo. The Birmingham Zoo is responsible for providing all plates, napkins and serving utensils necessary for serving the birthday cake. **X**_____

12. Goodie Bags, Etc.

Goodie bags and small guest gifts are permitted. Food, candy and balls of any kind are not allowed inside the Zoo. Goodie bags can be given to the children as you exit the zoo. This prevents children from having to keep up with anything while in the zoo or riding rides. One suggestion is to give safari hats, cowboy hats, sun visors, t-shirts or something that can be given to the children as you gather at the flagpole and worn during the party. You must verify your goodie bag/gift items before your party. **X**_____

13. Animal Encounter: You are guaranteed one mammal and one reptile will visit your party. Unfortunately, we cannot request specific animals. **X**_____

ALL PRICES ARE PRE-TAX

We appreciate your understanding of the need to ensure the safety of the animals.
As a result, the animal involvement may be limited or the offer may be changed.

I have read and agree to abide by the Birmingham Zoo birthday party policies stated above.

Client Signature: _____

Date: _____

Ben Daly:
Phone – 205.909.4521
e-mail – party@birminghamzoo.com
The Birmingham Zoo, Inc.
2630 Cahaba Road
Birmingham, AL 35223

Credit Card Authorization Form

**Do not complete unless you have read and signed
the Birthday Party Policy Contract.**

Thank you for choosing the Birmingham Zoo to host your birthday party. Please provide all the information requested below as a form of payment for all party charges as outlined in your contract.

Cardholder Information:

Name as it appears on the credit card: _____

Credit Card Number: _____

Expiration Date: ____/____/____ Security code: _____ Billing Zip Code: _____

Please use this card for the following:

50% Deposit – Due at booking

**Remainder of Balance must be paid a minimum of 7 days before party date:
BZI will process credit card on file on that date, if other instructions are not received.**

Payment in Full with booking: (RECOMMENDED)

I certify that all information is complete and accurate. I hereby authorize BZI to collect payment for all additional charges associated with this event by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above. If this credit card is not honored, I am aware that other means of collection may ensue.

Cardholder Signature: _____

Today's Date: ____/____/____

*Please be advised: The credit card on file will be charged in the event that you do not submit full payment within 7 days of the party. Any additional charges (extra guests, additional options) will be charged to your card the day of the party.

We appreciate your understanding of the need to ensure the safety of the animals. As a result, the animal involvement may be limited or the offer may be changed.

ALL PRICES ARE SUBJECT TO 10% SALES TAX

Please e-mail party@birminghamzoo.com or call 205.870.5230 with any questions.

**Thank you for choosing the Birmingham Zoo as your party venue.
Let's PARTY with the Animals!**