



1801 East Chestnut Avenue
 Santa Ana, CA 92701-5001
 www.santaanazoo.org



Phone: 714-953-8555 ext: 12
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RENTAL APPLICATION

Name: _____ Phone: _____

Organization: _____ E-mail: _____

Address: _____ City: _____ Zip: _____

Event Date: _____ Birthday Child or Event Name: _____

Rental Package: (circle/check one)	Birthday \$290 Member/\$350 non-Member 1.5 hours, 25 guests included	Deluxe \$450 Member/\$525 non-Member 2.5 hours, 50 guests included	Amphitheatre \$1400+; \$2400+ evening 500 guests included
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Birthday/Deluxe Rental Area: (circle/check one)	Exploration Outpost 50 guests max	Amazon's Edge 50 guests max	SAZOO's Party Area 80 guests max
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Additional hours and after hours will be billed at the listed rates. Additional guests will be billed at \$10 each. All party guests are considered part of the Guest Count. Members and Residents of Santa Ana are considered Guests of the private party area.

Guest Count: _____ Event Time: _____ to _____

Do you require access to an electrical outlet? Yes No

Reason: _____
Amphitheatre guests must provide electrical cords. Electricity is not available at SAZOO's Party Area and Exploration Outpost.

Would you like to rent the Zoo's 8-burner gas grill for a \$75 fee? Yes No

Outside grills are not permitted. Applicant is responsible for cleaning grill.

Will additional equipment, rented or private, be used at your event? Yes No

Type of equipment: _____

Would you like a visit from our monkey mascot, SAZOO, for \$75? Yes No

Would you like to apply for a 30-minute animal presentation featuring 3 animal ambassadors for \$300? Yes No

If yes, detailed information on these educational presentations and how to schedule them will be emailed to you.

An approved certificate of insurance for all rental items including, but not limited to: moon bounce, catering, rented tables and chairs. Submit 2 weeks prior to event. Items are not permitted on Zoo grounds without approved insurance certificate.

A \$100 (\$300 for Amphitheatre) facility rental deposit is required along with a signed application to hold an event date. Deposit may be submitted by mail in the form of a check payable to the Friends of Santa Ana Zoo. Alternatively, you may provide credit card information here or by phone.

Card Number: _____ Expiration: _____

This is a security measure. Cards will not be charged and checks will not be deposited unless the event is canceled within 72 hours of the event date. Therefore, all rental fees are due in full on the day of the event.

USER'S AGREEMENT

The applicant agrees that he/she shall be personally responsible for any damages or unnecessary abuse of city facilities or equipment on said premises. The applicant also agrees that all decorations must be approved prior to event, by FOSAZ staff. The applicant and any other persons, organizations, firm or corporations on whose behalf the application is made, by filing such application, do represent, stipulate, contract and agree that will jointly and severally indemnify and hold the Friends of Santa Ana Zoo and its officers and employees harmless against liability for any and all claims for damage to property or injury to persons arising out of or resulting from the issuance of this application.

SMOKING AND SERVING ALCOHOLIC BEVERAGES IS PROHIBITED ON ZOO GROUNDS. BALLOONS OR ANY OTHER TYPE OF INFLATABLE DECORATIONS AND CONFETTI ARE ALSO PROHIBITED ON ZOO GROUNDS.

I have read and agree to abide by the rules and regulations pertaining to the rental of this facility (attached document).

I agree to pay the following amount in full on or before the day of the event: \$_____.

Applicant's signature: _____

Print applicant's name: _____ Date: _____



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Rental Regulations and Guidelines

- **In the event of an emergency, please report to the Ticket Booth at the Zoo Entrance where Zoo Staff will assist you.**
- **Service animals:** must be ADA-recognized and are required to check in and out at the Ticket Booth.
- **Additional time:** Additional hours for the *Birthday Package* and the *Deluxe Package* must be arranged in advance and are subject to additional fees and availability. Additional hours for these packages are billed at \$75/hour (\$60/hour for members) during regular Zoo hours.
- **Set-up/Clean-up time:** Birthday Package rentals are allowed 15 minutes before the scheduled party time and 15 minutes following the scheduled time for set-up and clean-up. Deluxe Packages are allowed 30 minutes for set-up and 20 minutes for clean-up. For Amphitheatre hours, please see the *Additional Restrictions and Rules for Amphitheatre Rentals*' page.
- **Check-in:** On the day of your event, please check-in at the membership desk. Pick up your party packet and pay the final payment for your rental in the Gift Shop. Your guests will be directed to your event site and the membership staff will keep an accurate count of all guests that attend your event. Additional guest fees (\$10/guest) will be billed to you at the end of your party. Additional fees not paid on the day of the event will be deducted from the deposit.
- **Decorations and Party Equipment:** **Balloons or any other type of inflatable decorations and confetti are strictly prohibited on Zoo grounds.** Failure to comply will result in forfeiture of your entire deposit. You must have any additional equipment approved in advance. Some items may require an insurance certificate. Items not approved will be prohibited on Zoo grounds. Insurance requirements will be provided when requested. You will be responsible for loading and unloading your own items to and from the party area. All items must be removed at the end of your event. Additional tables and chairs will not be supplied on the day of the event.
- **Alcohol:** Alcohol is prohibited on Zoo grounds, except in the Amphitheatre under restricted conditions. See Additional Restrictions for Amphitheatre Rentals. ***Failure to comply will result in forfeiture of your deposit and immediate removal from zoo grounds.***
- **Music/Sound Levels:** Because the Santa Ana Zoo is in proximity to residential neighborhoods and for the safety and comfort of our animals, we require that all music and sound levels are conscientiously obeyed. In the Amphitheatre, sound level should not exceed 60 dB (decibels.) For example, sounds above this level would require you to shout to be heard. If any Zoo staff asks you to turn down your sound level/music/etc., comply immediately, as this request would only stem from animal reactions or neighborhood complaints. Failure to comply with sound levels set forth by the Santa Ana Zoo will result in forfeiture of your entire deposit.
- **Final Payment:** **Please make payment to “Friends of Santa Ana Zoo” in the form of cash, certified funds or credit card.** Checks will not be accepted for final rental fees. All fees must be paid on the day of your event.
- **Event Deposit:** A \$100 deposit is required for Birthday and Deluxe rentals (\$300 deposit for Amphitheatre rentals) against potential damages. If your deposit is forfeited, you will receive a notice explaining the reason(s). **A satisfactory clean up of the rental site is expected.** Please dispose of all debris, including piñatas, streamers, table covers, etc. **If area is not cleaned up on time, your deposit will be forfeited.** The applicant is personally responsible to provide his/her own cleaning supplies. Trash containers are provided at all party sites.
- **Refunds/Credit:** All rental fees, including birthday/deluxe package, extra guests, facility rentals, extra birthday features, are non-refundable, if not cancelled 72 hours prior to event date. All fees are considered a charitable donation to the Friends of Santa Ana Zoo. In the event the Zoo is closed due to inclement weather conditions, the event deposit will be returned. Any fees paid for the event will NOT be refunded. However, the applicant will have up to 13 months from the date of the event to reschedule. The Friends of Santa Ana Zoo is a private, non-profit organization. All gifts are tax-deductible to the extent the law allows. Our tax identification number is 51-016-0007. Net revenues from event rentals support the operation and development of the Zoo, help support conservation efforts and enrich the lives of the animals.

I have read and agree to abide by the rules and regulations pertaining to the rental of this facility.
 I understand that failure to comply will result in forfeiture of my event deposit.

Signature: _____

Print Name: _____

Date: _____



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Additional Restrictions and Rules for Amphitheatre Rentals

Thank you for renting the Amphitheatre picnic area here at the Santa Ana Zoo. In addition to the Rental Regulations and Guidelines listed on page two of the rental application, the following rules and restrictions apply to Amphitheatre rentals:

- **No setup before 9:00am is permitted without prior written authorization.** The standard exit time is 5:00pm. Amphitheatre rental hours are from 10am - 4pm. Any additional time required for setup or cleanup will be billed at \$150/hour, and must be approved in advance in writing and is subject to staff availability.
- **No parking or driving on the grass.** If you park or drive on the grass, your deposit is forfeited. You can bring your vehicle in to unload/load, but your vehicle must be parked outside the Amphitheatre area in the dirt parking lot. No parking permitted in employee parking (on the asphalt.)
- **A \$300 deposit is required for Amphitheatre rentals.** All other event deposit rules apply.
- **Under no circumstances can your vehicles, tables/chairs or other items block the access road or storage sheds.**
- **Overnight storage:** There is some overnight storage available. You must request permission in writing, in advance of your rental. The Santa Ana Zoo and FOSAZ assume no liability for equipment and items left overnight.
- **Alcohol is permitted under very strict conditions.** Please contact FOSAZ to request permission to serve alcohol. Permission must be requested in writing, at least 30 days before your event. Alcohol may only be served in the Amphitheatre area with a valid permit from the City of Santa Ana Manager's office. Alcohol may not be sold on Zoo grounds. Under no circumstances is alcohol permitted outside the Amphitheatre area. ABC license and security are required at the rental applicant's expense.
- **Unruly patrons will be ejected without refund and the deposit will be forfeited.**
- **All trash must be disposed of in provided receptacles and the area must be clean by the end of your rental. If you fail to do so, your entire deposit or a portion of it may be deducted depending on the cleaning services rendered.**
- **For parties with 500+ guests, guests will enter through the turnstile and an accurate count of all guests must be maintained and verified by Zoo staff.** This information is to be provided to the Ticket Booth before 4:00pm.
- Amphitheatre Rental (\$1400) includes admission to the Zoo for up to 500 guests. **If more than 500 guests are present at the event, then the applicant will be billed for each additional guest at \$10/guest.** After hours rentals available for \$2400+. Call for details.

Please list all vendors and their contact information:

Vendor Name	Contact Name	Phone Number (Cell)	Setup Time	Pickup Time

I have read and agree to abide by the rules and regulations pertaining to the rental of the Amphitheatre. I understand that failure to comply will result in forfeiture of my event deposit.

Signature: _____

Print Name: _____

Date: _____