



CONSERVATION
SOCIETY OF
CALIFORNIA
TAKING ACTION FOR WILDLIFE

OAKLAND ZOO

Snow Building Rental Application

I. INSTRUCTIONS

- A. Fill out all sections. To check on availability and viewing availability, please call **510 632-9525 x200**.
- B. Fax to **(510) 735-8840**, email to **reservations@oaklandzoo.org**, or mail with deposit to:
 Oakland Zoo / Group Services
 P.O. Box 5238
 Oakland, CA 94605
- C. A completed contract and full deposit are required for confirmation. **WE DO NOT HOLD DATES**. Once received, we will send you a confirmation receipt for your reservation. Your remaining balance is due **(2) months** prior to your event. Reservations made **less than two (2) months** in advance must pay in full at the time the reservation is made. Check payments are not accepted less than 2 weeks prior to your event.

II. INFORMATION

(Must complete all sections for confirmation)

CONTACT INFORMATION	Full Name: (Must be 21 or older)	Organization: (if applicable) Non-Profit Y/N
	Street Address:	City, State, & Zip Code
	Daytime phone:	Evening phone:
	Fax Number:	Email:
	Alternate Contact name and phone:	How did you hear about us?
EVENT INFORMATION	Date of Event:	Day of Week: Su M T W Thu F Sa
	Event Time <i>(please include setup and cleanup)</i> Start: am/pm <i>(Opens Sat/Sun 10:00am & Mon-Fri 8:00am)</i> End: am/pm <i>(Closes Daily 12:30am (12:00am Youth Events)</i> Total Hours =	# of Guests: (Max 175 seated, 250 standing)
	Type of Event:	Guest Arrival time? AM/PM
	Will you be using the kitchen? Yes / No <i>(circle one)</i>	
	Self-Use <u>or</u> Licensed Caterer <i>(circle one)</i> Name of Catering Company _____	
	Type of Entertainment You Will Have <i>(band, DJ, etc.)</i> : Equipment Used: <i>(A/V equipment not provided. Sound must be limited to the interior of the facility)</i>	
	Will your event serve alcohol? Y/ N <u>No alcohol</u> for youth events / Quinceanera's	

III. RENTAL FEES

<p>Rental Rate (non-profits receive 10% discount) <u>Monday - Thursday:</u> Five (5) hour minimum rental: \$900 <u>Friday & Sunday:</u> Five (5) hour minimum rental: \$1,800 <u>Saturday & Holidays:</u> Five (5) hour rental: \$2,400 or Ten (10) hour rental: \$3,300 <u>New Year's Eve:</u> 5:00pm-2:00am (or any portion thereof): \$4,000</p>	\$ _____
<p>Additional Hours: \$ ____/hour x ____ hours <i>(same rate for all parties, including non-profits)</i> <u>Monday-Thursday:</u> Additional Hours: \$100 <u>Friday & Sunday:</u> Additional Hours: \$200 <u>Saturday & Holidays:</u> Additional Hours: \$300</p>	\$ _____
<p>Reservation & Damage Deposit (refundable) <u>Monday-Thursday:</u> Reservation & Damage Deposit: \$250 <u>Friday- Sunday & Holidays:</u> Reservation & Damage Cleanup Deposit: \$500 <u>New Year's Eve:</u> Reservation & Damage Cleanup Deposit: \$750</p>	\$ _____
<p>Security: \$ ____/hour x ____ hours (\$30 per hour for 1 guard, \$60 per hour for two guards. SEE BELOW) <i>One (1) Zoo Security Officer will be required for all events after 5:00pm.</i> <i>Two (2) Zoo Security Officers will be required if guest attendance exceeds 90, if alcohol is being served, or if it is a Youth Event. Security coverage begins at 5pm or when guests arrive (whichever is latest) and ends at the conclusion of contracted time.</i></p>	\$ _____
<p>Kitchen Access: (\$300) <i>"No Freezer Access"</i></p>	\$ _____
<p>Tables: A maximum of 25 (8'x3') banquet tables and 200 folding chairs are provided free. Round Tables: \$8 x ____ tables (12 - 5' tables) 12 round tables are available for an additional fee of \$8 per table. Setup and breakdown are included free. (Floor plan due 2 weeks prior to event).</p>	\$ _____
<p>Discounted Parking Passes: \$6 x ____ passes The parking fee for vehicles is \$10 per car and \$15 per bus at the gate or you can pre-ordered passes for \$6 each. Parking fees are waived for weekday events (Mon-Fri), and weekend events after 4pm. Passes are valid day of your event only and are non-refundable and non-exchangeable. There are 26 reserved parking spaces at the Snow Building and additional unreserved parking in the general Zoo lot. Parking passes must be distributed in advance. We do not have a will call system at the gate. Passes can be mailed certified or picked up Mon-Fri 9:00am-4:00pm from the Administration Office (Group Services)</p>	\$ _____
<p>Discounted Zoo Admission Passes Adult ____ x \$19.00 (reg. \$24.00) Child (2-14) ____ Senior (65-75) ____ x \$15.00 (reg. \$20.00) You can preorder passes in advance or pay at the admission booth on the day of your event. Passes are valid day of your event only and are non-refundable and non-exchangeable. Passes can be mailed certified or picked up Mon-Fri, 9am-4:00pm. There is no will call.</p>	\$ _____
<p>TOTAL FEE: <i>(Deposit is required for reservation and balance is due 2 months prior to event)</i></p>	\$ _____

IV. PAYMENT

(Make checks payable to: The Oakland Zoo OR pay via credit card to expedite reservation)

Type: []Cash []Check []CC []Money Order **Amount:** \$_____

Type of CC: (check one) ____VISA ____MC ____DISC ____AMEX

Card Number: _____

Expiration Date: _____ / _____ Security Code: _____

Cardholder's Name: _____

Signature: _____

**Checks are not accepted less than 2 weeks prior to your event. There is a \$25 fee for returned checks.*

V. REQUIREMENTS

- 1. Deposit and completed contract are **due upon reservation.** Initials ____
- 2. Balance is **due 2 months prior** to your event. Initials ____
- 3. Floor Plan is **due 2 weeks prior** to your event. Initials ____
- 4. Insurance is **due 2 weeks prior** to your event. Initials ____

VI. ADDITIONAL TERMS

I/we shall indemnify, defend and hold harmless the Conservation Society of California (hereinafter referred to as the "Zoo" and/or "Zoo") and their officers, agents and employees from any and all claims, losses, costs or liabilities accruing or resulting from any persons, firm, corporation or other public or private entity for damages of any kind, including, but not limited to injury, harm, sickness or death, to persons or property incurred on account of any breach of the rental agreement or from any cause whatsoever arising from or in any way connected with the above specified activity. The duty to indemnify, defend and hold the Zoo harmless to the fullest extent permitted by law, except for the negligence of the Conservation Society of California "The Oakland Zoo". For purposes of this provision, the terms "loss" or "losses" mean any loss, liability, claim, demand, expense (including attorneys' fees and costs), actions, judgment or damage.

I hereby agree that I, my assignees, heirs, successors, guardians, and legal representatives, will not make a claim against, sue, or attach the property of the Zoo for damages of any kind, including, but not limited to injury, harm, sickness or death to persons or property resulting from any cause whatsoever arising from or in any way connected with the above specified activity. I hereby release the Zoo from all actions, claims, or demands that I, my assignees, heirs, successors, guardians, and legal representatives, now have or may hereinafter have for injury or damage resulting from my participation in the above specified activity.

I have read the rules, regulations, and conditions set forth in this agreement and hereby agree to all the terms.

*Signature: _____ *Printed Name: _____ *Date: _____

VI. RULES AND REGULATIONS

Liquor Permits

Alcohol sales are prohibited on Oakland Zoo grounds. Permits are not required to serve alcohol that you are not selling. Alcohol is not permitted at youth events, including Quinceanera's.

Initials _____

Wedding Rehearsal

You may book rehearsal with Group Services free of charge (14) days prior to your wedding. Rehearsals cannot be guaranteed for the night prior to your event due to other scheduled events. Rehearsals must be held during regular Zoo hours (Mon-Fri 10:00a.m.-4:00p.m.). You are entitled to a one hour rehearsal free of charge and parking is free day of rehearsal. **Rehearsals cannot be substituted for rental time.**

Initials _____

Insurance Requirements

I/we represent and warrant that we have at present in force a comprehensive general liability insurance policy including bodily injury liability, property damage liability, and personal injury coverage for this event with coverage in the amount of at least \$1,000,000. I/we agree to keep such policy in force at all times during the tenure of this agreement. You may choose any insurance company for this coverage. All policies required, hereunder shall name the Conservation Society of California "The Oakland Zoo" as an additional insured. **Failure to provide insurance at least two (2) weeks prior to event may result in termination of the event at the sole discretion of the Zoo.**

Initials _____

Insurance from Vendors

Any vendors (such as caterers, bartenders, entertainment, etc...) who will be on Oakland Zoo premises during your rental of the Snow Building must submit a copy of their Liability Insurance Certificate pertaining to the event from their insurance carrier. **Failure to provide insurance at least two (2) weeks prior to event may result in termination of the event at the sole discretion of the Zoo.**

Initials _____

Security Requirements

When the rental period extends beyond 5pm, all renters reserving the Snow Building are required to have one (1) Zoo Security Officer at the rate of \$30 per hour when 25 to 90 guests are attending and no alcohol is being served. For (a) Youth events or (b) when over 90 guests are expected to attend or (c) alcohol is being served, two

(2) Security Officers at the rate of \$30 per hour per guard are required. Security coverage must begin when guests are expected to arrive (after 5pm) and proceed through the conclusion of the contracted rental period. Security must be hired through the Zoo only and will consist of Public Safety Department personnel (or other designated Zoo personnel). Private security or contracted security is not allowed except by special arrangement with the Public Safety Director. Zoo Security is for the purpose of protecting the facility and not the guests. Renters are responsible for controlling the actions of their guests. All minors must be supervised throughout the duration of the event. Failure to do so may result in event closure, loss of deposit and/or additional penalties.

Initials _____

General Reservation Rules

Reservations must be made by the person responsible for the event. No person under age 21 may rent the Snow Building. Rental time is calculated on a basis of use of the building. Therefore you must include the time needed for setup, decorating, cleanup, etc., in your contracted hours. The facility will be opened for you at the start time of your rental. All rental time must be consecutive. Security will meet you at the facility to conduct a brief introduction and check you in. You do not need a key. Due to room capacity limitations, events cannot be open to the public. Initials _____

Payment Due Dates

Reservations are confirmed only upon the Zoo's receipt of the signed contract, accompanied by the deposit. **Balance of fees are due two (2) months prior to the date of reservation. A fee of \$100 will be assessed for outstanding balances and your reservation can be cancelled at the Zoo's discretion for failure to pay.** A \$25 service charge will be charged for all returned checks. Checks are not accepted less than 14 days prior to your event.

Initials _____

Non-Profit

Participating non-profits will receive a 10% discount with verified proof of 501(c) 3 status. Please submit a copy of IRS Letter of Determination with application to receive non-profit 10% discount.

Initials _____

Cancellations

50% of the deposit is nonrefundable in the event of cancellation or rescheduling greater than two (2) months

in advance. No refund of the deposit will be made if the renter cancels or reschedules less than two (2) months before the event, even if the reservation was made less than two (2) months in advance.

Initials _____

Refunds

No refund of payments is given unless you cancel, or if the Zoo cancels a reservation for failure to comply with the established rules and regulations. **(See above).**

No refund of the deposit will be made if there is damage to the Snow Building and/or its properties, if the grounds are left in a messy condition, or if building property is missing or stolen.

No refund of payments will be made if there is excessive noise, loud music, or other activity that disrupts or affects the safety of zoo/park operations, its guests, employees or neighboring residencies. Should this occur, the event may be terminated, and the renter will be responsible for any civil litigation. Noise levels must be kept at a reasonable volume that should not be heard beyond 200 feet of the facility. There is no alcohol, drugs or music allowed in parking lot areas.

Completion of all cleaning requirements, vacation of the building by the end of your contracted time, adherence of all policies, and no damage to the facility will result in your full deposit returned. Payment by credit card will result in your deposit being refunded to the same card. Payment by cash or check will be refunded via a check mailed to your address on file. Refunds take 7-10 business days.

No refund of the deposit will be made if the renter fails to vacate the premises at the time designated on the rental agreement. All rental time must be contracted and paid for in advance. Time extensions are not allowed on the day of the event nor can rental fees be deducted from deposits. You cannot change your rental time less than 2 weeks prior to your event. All contracted time shall include the arrival and departure of the renter, caterer, and all other vendors. Failure to vacate at contracted departure time will result in a fine determined by the Zoo.

No refund for unused rental hours, including security hours.

Initials _____

Floor Plan

The Zoo will set up and take down the Zoo's tables and chairs according to the diagram furnished by the renter. You must submit the floor plan at least two (2) weeks

prior to your event or this can result in forfeiture of this service. We do not set up tables, chairs and equipment from outside vendors.

Initials _____

Decorations, Signage & Equipment

Bird seed may be used outside of the building only. Rice and confetti are prohibited. Decorations may be fastened on the walls with removable tape only. No staples, tacks, or anything that causes damage/holes to the walls are allowed. All items (balloons, tape, equipment, etc.) must be removed from the building at the conclusion of the event or no refund of the deposit will be made. **We do not provide overnight storage.** If any items are left in the building past your contracted rental time, your deposit may not be refunded. Patrons may post displays, signs, and exhibits provided that they conform to all building, fire and other applicable rules and regulations. They must be approved at least 2 weeks prior to the event, and removed by patron upon the conclusion of the event. Failure to do so will result in a fine solely determined by the Zoo. I hereby agree not to fix or tape signage outside the facility on Zoo buildings or signs without prior permission from the Zoo.

Initials _____

Clean Up

The building and equipment are rented "as is." Renter is responsible for damages to the building and/or equipment and/or leaving the building and grounds in a neat, clean and orderly condition. Renter will be billed for damages and/or custodial fees over and above the deposit if there is debris left in or about the building or if there is damage or removal of equipment from the property. The renter is responsible for any damage to the building, missing equipment/ items provided with the building, or excessive debris/ mess that requires extra cleanup. The value of the damage and/or cleanup time will be deducted from the deposit.

The Check-out Sheet must be completed for deposit refunds to be processed. Deductions are based on assessed damages or cleaning fees. Please allow 7-10 business days for reimbursement.

We provide: Garbage cans, trash bags, recycling bins, sink, mop, bucket, broom, and dustpan.

We do not provide: Air Conditioning, Tools, tape, scissors, cleaning supplies, towels, ladders, or other equipment.

Your responsibilities include.....

- Take down all decorations including *tape balloons, and ribbons*. Remove all equipment.
- All trash inside and outside the facility must be put in garbage bags and left outside the kitchen door.
- Tables, chairs, bathrooms, floors, counters, coat room, and dressing room must be left clean and free of all decorations, food, paper, tape and garbage including paper towels, toilet paper, etc.
- Please check the kitchen fridge, stove, etc. to make sure you have taken everything you brought with you. All trays must be left.
- Please remove all large/sticky spills on floor.

Initials _____

Kitchen

I hereby agree and understand that the kitchen facilities can only be accessed by paying the kitchen fee. I further understand that if I do not submit all necessary paperwork, and submit fees, I will have no access to the kitchen area. Unauthorized use of the kitchen area may result in cancellation of my event and forfeiture of payment.

Initials _____

Exits & Smoking

At no time shall exits be covered or blocked. Renter must provide their own fire extinguishers when open flames are outdoors. The Zoo is a non-smoking facility. There is no smoking in the building.

Initials _____

Maximum Capacity

The maximum capacity is 175 seated and 250 standing. Failure to maintain capacity will result in termination of your event by the Zoo. The Zoo may decide, at its own discretion, that a Guest List is required to control certain types of events. This may result in additional security fees. All minors must be supervised by an adult throughout the event. Due to room capacity limitations, events cannot be open to the public.

Initials _____

Promotional Materials

You shall not produce or cause to be produced any materials (including but not limited to flyers, postcards, emails, web content, written material, billboards, radio or television advertisements) carrying the Zoo's name, logo, address, marks or likeness without the written permission of the Zoo. Failure to obtain such permission can result in immediate termination of your event.

Initials _____

Termination

The Oakland Zoo reserves the right to terminate your event at any time if the Zoo determines, in its own opinion, that the activities are not appropriate for the Zoo, you have not submitted the proper documents required (including any special licenses or permits), or it is determined that the renter has misrepresented themselves, their organization, or the intended use of the facilities.

Initials _____

Departure

Renter must checkout with a Zoo staff before leaving the facility. The Checkout Sheet must be signed off before deposit will be refunded. Failure to comply will result in forfeiture of deposit.

Initials _____

Fundraising

Any "for profit use" (fundraisers) of the facility not allowed. **No sales or cash exchanges may be made during the time of a rental event. Including alcohol sales.**

Initials _____

**A MESSAGE FROM THE PUBLIC SAFETY DEPARTMENT
Re: Rental Facilities**

**The Following are the responsibilities of Oakland Zoo Security Officers assigned to the
Snow Building OR Zimmer Auditorium during rental events:**

1. Protect animals, exhibits, residents and neighbors from trespass, vandalism, loud noise, music and any other form of invasive activity for the time of the rental event.
2. Enforce building occupancy limitations.
3. Monitor and control the Auto Gate access at Golf Links Rd./ Mountain Blvd.
4. Report criminal acts, vehicle violations and rule deviance to the renter for their attention.
If it is determined by the Security Officer that the renter is not responding to the warning or is unable to address the problem, the officer may contact the police for purposes of enforcement and or event termination.

The Following Responsibilities of the renter:

1. Primarily responsible for the actions of family members, guests, and vendors.
2. Maintain control of room occupancy limitations.
3. Maintain order and cleanliness to ensure guests safety and hazard prevention.
4. Obey common directive issued by Security Officers associated with, but not limited to: controlling noise, music, substance abuse, loitering in the parking lot, exhibitions of speed and access control.
5. Begin cleaning and removing decorations from the facility 1 hour prior to event conclusion so that it can be vacated at the contracted time. The facility must be in acceptable condition (determined by Security Officer).