

Community ZooMobile

GENERAL INFORMATION



WHEN TO BOOK:

Our programs are very popular, so we highly recommend that you submit your **Community Event Request Form** at least **4-6 weeks in advance** of the date you would like to reserve. Unfortunately, we cannot accommodate requests for bookings less than two weeks prior to the event.

HOW TO BOOK:

Fill out this Request Form completely, and submit it to the Education Department Operations Coordinator via email (listed below). Remember that your order cannot be processed by our Operations Coordinator until the **complete** Request Form has been received

PAYMENT DUE:

A \$50 non-refundable deposit is required at the time of the reservation and the full balance is due two weeks before the date of the program. The deposit counts towards the total cost of your program.

CHANGES TO YOUR RESERVATION

One change to your reservation date can be made as long as it is requested at least 30 days prior to your originally-scheduled program.

CANCELATIONS:

If you need to cancel your reservation, you will receive a full refund (excluding the \$50 deposit) if you cancel more than 30 days in advance. If you cancel your reservations with 2-3 weeks notice, you will receive a 50% refund. Unfortunately, we cannot give any refunds for cancellations made less than 2 weeks in advance.

Contact Information:

Eunice Hui, Operations Coordinator
Oakland Zoo Education Department

☎ 510-632-9525 ext. 219

✉ EducationReservations@oaklandzoo.org

The Oakland Zoo strives to maintain a strong presence in our community- and we want to be a part of your next festival, science fair, or community event! Whether you are interested in an opportunity for guests to meet our ambassador animals up close, a formal group presentation, or simply an interactive activity table, our Education staff can be there with our ZooMobile to support the event's goals and add to the overall experience.

For Ages:

All ages welcome

Program Options:

- **Animal Meet & Greet**- 2 hours max close-up with our ambassador animals at a tabling location or exhibitor booth
- **Large Group Animal Presentation**- 45 minute educational animal experience
- **Activity Table**- Interactive, animal-related activities for guests to engage with (no live animals are present)

Participants:

No maximum, but an estimated attendance is appreciated in preparation for the event

Availability:

Monday through Sunday, start times are dependent on your event

Pricing:

- Animal Meet & Greet: \$650 (Max 2 hour Meet & Greet animal table, with 2-3 animals present)
- Large Group Animal Presentation: \$350 (45 minute large group animal presentation); \$300 for an additional presentation (up to 2 can be reserved at a time)
- Activity Table: FREE* (no live animals). *Please note that free activity tables are supported by our Zoo-to-Community initiative, and are based on education staffing availability- these are not guaranteed by request only.

Community ZooMobile

ZONE FEES



In order to cover expenses like gas and extra driving time, a zone fee will be charged for some programs. Please see the following chart below:

Zone Fee	Cities
\$0	Alameda, Albany, Ashland, Berkeley, Castro Valley, Cherryland, Emeryville, Hayward, Mount Eden, Oakland, Piedmont, San Leandro, San Lorenzo
\$35	Canyon, Dublin, East Richmond Heights, Fairview, El Cerrito, El Sobrante, Kensington, Lafayette, Moraga, Orinda, Pleasanton, Richmond, Rollingwood, San Pablo, Tara Hills, Walnut Creek

At least two (2) programs must be reserved in the following areas:
(except for Birthday & Community Event ZooMobiles)

\$50	Alamo, Diablo, Danville, Pleasant Hill, San Ramon, Walden
\$75	Bayview-Montalvin, Concord, Fremont, Livermore, Newark, Union City, Sunol

Occasionally we are able to serve cities and towns not shown on the list above. For more information please contact our Operations Coordinator at 510-632-9525 x219 or e-mail at educationreservations@oaklandzoo.org

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REQUEST FORM



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Location Information:

Location Name: _____

Location Address: _____

City, State, & Zip: _____

Contact Information:

Making Reservation: _____

Confirmation Phone: _____

Confirmation Email: _____

Day of Visit Contact: _____

Day of Visit Phone: _____

Program Choice:

- ☐ Animal Meet & Greet ☐ Activity Table
☐ Large Group Presentation # of Programs: _____ (max 2)

Program Information:

What is the main purpose of your event? (Check all that apply?)

- ☐ Science Fair ☐ Career Day/Expo
☐ Family Fun ☐ Promotions
☐ Community Festival ☐ Other (explain) _____

Event Details:

Date of Event: _____

Event Start Time: _____ **Event End Time:** _____

Suggested Arrival/Set-up Time: _____

Projected Attendance: _____

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FEES & PAYMENT



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Fee Information

Program Fees

☐ Animal Meet & Greet **\$650** \$ _____

OR

☐ Large Group Presentation **\$350** \$ _____

☐ 1 additional program **\$300** \$ _____
(max of 2 programs per day)

OR

☐ Activity Table **FREE*** \$ _____

Total Program Fees \$ _____

☐ Zone Fee (see Zone Fee Map) \$ _____

Total Amount Due \$ _____

**A \$50 deposit is required to hold your activity table reservation- this deposit will be returned to you at the end of the event. Should the reservation be cancelled with less than 2 weeks notice, you will forfeit the deposit.*

Payment Information

Credit Card: ☐ Visa ☐ MC ☐ AmEx ☐ Discover

Number: _____

Expiration Date: _____ Security Code: _____

Name on Card: _____

Amount to Charge: _____

Signature: _____

Date: _____

Note: If you will be using a Purchase Order you must e-mail or fax us a copy of the actual PO to process your registration request.

Community ZooMobile

LOCATION INFORMATION



We are looking forward to coming to your community event with our ZooMobile program! Please provide the information below so that we know how best to find you. If you know it will be difficult to find your location, we would also appreciate if you would attach a site map with the office, entry, and presentation location(s).

Where are we going?

What is the cross-street? _____

Is the location part of a larger complex? ☐ YES ☐ NO

Complex Name: _____

Location within: _____

Is the door we enter on the street address? ☐ YES ☐ NO

If no, describe entrance location: _____

Where should we park? (a yellow or purple Prius)

Parking Lot? ☐ YES ☐ NO

Location: _____

Driveway? ☐ YES ☐ NO

Location: _____

Street Parking? ☐ YES ☐ NO

If yes, are there meters on street? ☐ YES ☐ NO

Anything else we should know? _____

Where do we go when we arrive?

Is there a front desk where we check in? ☐ YES ☐ NO

Location: _____

Are there stairs getting to or inside of the facility? ☐ YES ☐ NO

How many? _____

Location(s): _____

Is there elevator access? ☐ YES ☐ NO

Location(s): _____

Community ZooMobile

EVENT INFORMATION



To better prepare our Education staff to provide a great tabling set-up, please tell us a little bit more about the event and who will be attending:

Who is the primary audience?

Check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Students (Pre-K) | <input type="checkbox"/> Parents |
| <input type="checkbox"/> Students (Elementary) | <input type="checkbox"/> Adults |
| <input type="checkbox"/> Students (Middle School) | <input type="checkbox"/> Families |
| <input type="checkbox"/> Students (High School) | <input type="checkbox"/> Teachers |
| <input type="checkbox"/> Students (College) | <input type="checkbox"/> Other (explain): _____ |
| _____ | |
| _____ | |
| _____ | |

What are you able to provide?

Chairs? ☐ YES ☐ NO

Table? ☐ YES ☐ NO

If yes, what size is provided? _____

If no, what size should we bring? _____

Shade canopy? ☐ YES ☐ NO

If yes, what size is provided? _____

If no, what size should we bring? _____

Other Logistical Information:

Where will we be presenting/setting up? ☐ Inside ☐ Outside

Will lunch/dinner be provided? ☐ YES ☐ NO

If no, will food and/or drinks be available for purchase?

☐ Food ☐ Drinks ☐ Both ☐ Neither

Will electricity be available? ☐ YES ☐ NO

If our staff have any time constraints, may we table for only a portion of the event? ☐ YES ☐ NO

If yes, what time would it be acceptable to arrive/leave?

Late Arrival Time: _____ Early Departure Time: _____