

# Venues Booking Agreement

Thank you for choosing Wellington Zoo for your event. Please complete the information below so that we are able to book your venue. On the following pages you'll find more information about having your event at the Zoo, including catering options, as well as guidelines to ensure that you, your guests, and our animals are all happy and safe.

## Hirers Details

Name of company/organisation: \_\_\_\_\_

Contact person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Invoice Details (please fill in all fields)

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Venue Requested

- |  |  |
|--|--|
| <input type="checkbox"/> The Archibald Centre          | <input type="checkbox"/> The Living Room |
| <input type="checkbox"/> Kamala's                      | <input type="checkbox"/> Whole Zoo       |
| <input type="checkbox"/> The Nest Te Kōhanga Boardroom |  |

Nature of Event: \_\_\_\_\_

Event Date (Day/Month/Year): \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Approximate Number of Guests attending: Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Are you expecting any late arrival guests? If yes, how many and at what time? \_\_\_\_\_

- I have read and understood the Wellington Zoo Venues hire terms and conditions overleaf.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once completed, please email to [venues@wellingtonzoo.com](mailto:venues@wellingtonzoo.com)

**Thank you for loving and supporting Wellington Zoo**



# Venues Terms and Conditions

These terms and conditions aim to ensure both the satisfaction and safety of our guests, and the welfare of our animals. If you have any questions, please call us on **04 803 8172**.

## 1. BOOKING A VENUE

- 1.1 Once we have received your Booking Agreement form and confirmed the availability, payment of a non-refundable deposit of 50% of the venue fee is required to secure your booking. Final payment is to be made on the day of your event or, if paying by invoice, then within 7 days following the event.
- 1.2 Payment of all invoices is required within 7 days following the date the invoice is issued.
- 1.3 Where payment is not made in accordance with clauses above, you agree to pay Wellington Zoo Trust all costs and expenses (including debt collection or legal fees), incurred by the Zoo in seeking to recover the overdue amount.
- 1.4 Wellington Zoo is a unique location shared by visitors, venue guests, staff and animals. As a responsible host, we plan for your event to be an enjoyable and safe experience for everyone. We therefore do not allow for third party suppliers to represent us, conduct business or undertake activities at Wellington Zoo without obtaining our prior written consent.

## 2. CHANGES & CANCELLATIONS

- 2.1 Changes to your booking can be made up to five working days before your event.
- 2.2 Any changes to our Meetings Package catering within five working days are not guaranteed.
- 2.3 All changes are subject to availability, and an administration fee of \$50 per change may apply.
- 2.4 In the event of cancellation, only the deposits paid remain non-refundable.

## 3. WHILE YOU'RE AT THE ZOO

- 3.1 Remember, the animals at Wellington Zoo are wild. Stay behind safety barriers and follow the directions of Zoo staff at all times.
- 3.2 Wellington Zoo is "Smokefree." Smoking is not allowed anywhere inside the Zoo.
- 3.3 Music (or any other amplified sound) is not to be played with a noise level greater than 100 decibels or at a level which may be heard outside the Zoo. Music (or any other amplified sound) must not be played after 10pm. Any fines imposed by the council's noise control contractors will be paid by the hirer.
- 3.4 No balls, whistles, balloons, confetti, scooters, bikes, skateboards, or roller blades are allowed on Zoo grounds.
- 3.5 No glassware is allowed outside the venue due to the risk of broken glass hurting animals or other visitors. Compostable drinking vessels are preferred. (Please also refer to section 6).
- 3.6 Photography for personal, non-commercial purposes is welcome.



#### **4. YOUR RESPONSIBILITY AS HIRER**

As the hirer you are responsible for:

- 4.1 Obtaining written consent from Wellington Zoo prior to engaging any third-party supplier for your event.  
The exception is where Wellington Zoo has signed agreements with preferred suppliers, as outlined in clause 8 of this agreement.
- 4.2 The behaviour of your guests, and the management of alcohol consumption.
- 4.3 Letting us know if you are expecting additional guests throughout the duration of your event.
- 4.4 Ensuring Zoo facilities are left tidy and undamaged.
- 4.5 Obtaining written consent from Wellington Zoo for any hirer's signage, alterations and fixings required for the event.
- 4.6 Ensuring that any pack down and removal of rubbish, decorations and hire equipment is complete by the end of the venue hire period, unless specific arrangements have been made prior.
- 4.7 Costs incurred through damage to facilities.
- 4.8 No dangerous items of any kind including but not limited to inflammable goods or substances, naked flames or pyrotechnics are permitted for use in the Zoo.

#### **5. COVID-19 POLICY**

- 5.1. From 3rd December, visitors to Wellington Zoo will be required to present their COVID-19 Vaccination Pass prior to entry. This will enable us to continue operating through all levels of the COVID-19 Protection Framework. Please note all visitors over the age of 12 will be required to wear mask while at the Zoo.
- 5.2. Children under 12-years and 3-months will not be required to present a COVID-19 Vaccination Pass.
- 5.3. Our duty of care is to look after our visitors, Zoo team and animals. This is a decision we take seriously, and we will be regularly reviewing in line with government advice to ensure it is still the right approach.
- 5.4. You'll be able to visit the Zoo knowing we're doing everything we can to keep you and your whanau safe and healthy.

#### **6. ALCOHOL USE**

- 6.1. Alcohol must be purchased from and supplied by one of our preferred caterers.
- 6.2. Events where alcohol is consumed must be adequately supervised by the hirer and managed by one of our preferred catering suppliers.
- 6.3. Wellington Zoo will supply security guard/s for any venue/events with alcohol service and the cost for these security guard/s will be met by the hirer.
- 6.4. People who are intoxicated will be asked to leave.
- 6.5. If you have alcohol at your function, it must only be consumed in the private venue area.



## 7. VEHICLE ACCESS & PARKING

- 7.1. Entry will be granted for vehicles to deliver supplies to your venue by prior arrangement only, and must be removed immediately after unloading. All vehicles driven within the Zoo must adhere to designated speed limits.
- 7.2. Free parking is available outside the Zoo (time restrictions apply in certain areas).

## 8. PREFERRED SUPPLIERS

### 8.1 CATERING

All venue hires require catering to be supplied by our preferred caterer.

The Zoo has exclusive arrangements with Tip Top for ice-creams and Frucor Suntory for non-alcoholic and non-coffee beverages. Your chosen caterer is able to supply these products.

Rex Tremendous – [events@rextremendous.co.nz](mailto:events@rextremendous.co.nz)

### 8.2 HIRE EQUIPMENT

There are guidelines we need to work with to ensure that while these elements liven up your event, our animals and local residents are not alarmed. Some areas of the Zoo have music restrictions, so please let us know about your entertainment plans ahead of time.

Our preferred audio-visual supplier is NW Group.

**NW Group** (Full production - Audio/Visual, Lighting, Staging, and Hybrid Solutions)

[www.nwgroup.co.nz](http://www.nwgroup.co.nz)

[venues@nwgroup.co.nz](mailto:venues@nwgroup.co.nz)

**Thank you for loving and supporting Wellington Zoo**