



Washington Park Zoo
 115 Lakeshore Drive, Michigan City, Indiana 46360
 Phone: (219) 873.1510
www.washingtonparkzoo.com

WASHINGTON PARK ZOO – 2022 FACILITY RENTAL AGREEMENT

Name: _____ Phone: (_____) _____

Address: _____

City, State, Zip: _____

Driver's License Number: _____ State Issued: _____ D.O.B. _____

Place of Employment: _____ Employer's Phone: (_____) _____

Type of Party/ Rental: _____

Child's Name (for birthday parties only): _____ Age: _____

Date of Rental: _____ Time Requested: _____ to _____

Rental Space Options: Indoor classroom (limit 35 guests)

NOTE: Rentals are for 2 hours only unless an additional hour is paid for (3-hour maximum)

- **Guests ages 3 and up are counted in the attendance totals.**

Rental includes admission for up to 25 guests	Price	Number	Extended Price
2-hour Classroom rental	\$225.00		
Additional one hour	\$75.00		
Hot dog, water, and chip meals each	\$5.00		
Each additional guest limit: 35 indoor room	\$5.00		
15-minute animal presentation – Animal Encounters from a Zoo Educator • Have a Zoo Educator and two ambassador animals join in on the fun! This encounter includes two small animals along with fun details about the animals and their unique characteristics. *Please note – we do not take any requests for specific animals. The health and safety of our animals is the highest priority when we plan a program and can, therefore, affect our availability.	\$50.00		

Total \$ _____

Subject to the following conditions with which the licensee agrees to confirm:

1. **FEES:** Upon payment of a reservation fee of \$_____ (rental fee) the Washington Park Zoo agrees to permit the undersigned (“Licensee”) the use and occupancy of the space described above.
2. **RESERVATION TERMS:** Reservations must be made a minimum of ten (10) days before your requested rental date.
The rental fee and this signed agreement must be submitted at the time you make your reservation. Reservations for the following year may be made on or after November 1st of the current year.
3. **CHECK-IN:** Please have an adult chaperone check in at the admission window upon your arrival. You are required to bring a copy of your “Washington Park Zoo Facility Rental Agreement” with you on the day of your event.
4. **MINIMUM AGE:** You must be 18 years of age to rent any park facility.
5. **HOURS OF USE:** The rental spaces are available for rent April 1st until October 1st each year between the times of 10:30 a.m. until 3:00 p.m.
6. **LEGAL:** You will comply with all laws of the United States and the State of Indiana and with all ordinances of the City of Michigan City, and all Washington Zoo rules and regulations and will not permit anything to be done on said premises in violation thereof.
7. **ALCOHOL:** The consumption of alcoholic beverages is strictly prohibited in Washington Park Zoo.
8. **PROHIBITED OBJECTS:** Straws, balloons, balls, confetti, silly string, glass objects or containers, fireworks, and like objects are strictly prohibited due to the danger that they present to our animals. All party favors and toys are strictly prohibited outside of the rental area.
9. **FOOD AND DRINKS:** Food and drinks are strictly prohibited outside of the rental area to prevent injury or illness to the zoo animals.
10. **CLEAN UP:** Leave the premises clean; placing all paper and other debris in receptacles furnished throughout the zoo. Do not pour any solution on grass, trees, or vegetation. If the Lessor determines the facility was not properly cleaned, the Lessee will be billed for time and materials and the amount will be deducted from Lessee’s security deposit.
11. **ELECTRIC USE:** Electric is available. These outlets are only for use of small radios, coffee pots, food warmers, and like equipment that does not exceed a maximum of 15 amps.
12. **WATER:** Water and restrooms are available near both rental areas.
13. **PARKING:** There is no charge for parking for zoo rental facilities. Please ask your guests to enter the park through the park entrance across from the zoo (this information can be provided in your party invitations). Guests should inform the parking attendant that they are with your party.
14. **CANCELLATION:** Should you decide to cancel your reservation, the amount received is refundable upon written request to the Zoo Director, for her approval, a minimum of sixty (60) calendar days before your rental date. Refunds will be mailed 4 to 6 weeks after the date of cancellation.
15. **REFUNDS:** Refunds will be given for the amount received if your event is canceled before its commencement due to inclement weather at the sole discretion of the Zoo Director. Refunds will be mailed 4 to 6 weeks after the date of cancellation.
16. **DECORATING:** Decorating is permitted. However, no staples or nails are allowed. If tape is used it must be a lightweight tape that can be easily removed. SEE ITEM #8 - PROHIBITED OBJECTS.
17. **SPECIAL REQUESTS:** Any special requests must be submitted in writing for approval no later than thirty (30) calendar days before your rental date. Special requests may include anything not specifically covered in this rental agreement.
18. **INDEMNIFICATION:** To the extent not prohibited by law, Licensee, for himself or herself, his or her minor children and those claiming by or through Licensee, or his or her minor children hereby releases, indemnifies, protects, defends and holds harmless the City of Michigan City, Indiana Michigan City Parks and Recreation Department, the Washington Park Zoo and their respective

directors, officers, agents and employees from and against any and all losses, damages, liabilities, causes of action, claims, liens, costs and expenses (including, without limitation, reasonable attorneys' fees) in connection with injuries to any persons or damage to or theft or misappropriation or loss of property occurring in or about the Zoo arising from the undersigned's occupancy of the Washington Park Zoo or presence in the Zoo or from any activity, work, or thing done, permitted or suffered by the licensee in or about the Washington Park Zoo or from any violation of law or breach of this Agreement or due to any other act or omission of Licensee or any of its guests, customers, agents, licensees, invitees or contractors.

I have read and completely understand the above agreement:

Signed _____ Date _____

PAYMENT INFORMATION

Cash or Checks only Check Number: _____

Rental Fee \$ _____ Date Paid _____ Receipt Number: _____

Signed (office use) _____ Date _____

** * * THERE WILL BE A \$30 SERVICE FEE CHARGED FOR ALL RETURNED CHECKS * * **

Any Party Details Notes or Comments: