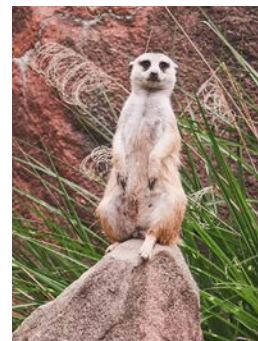


PRIVATE EVENTS

Guide and Rental Policy



PRIVATE EVENTS AT THE VIRGINIA ZOO

Located just a few miles from Downtown Norfolk and nestled on the Lafayette River, the Virginia Zoo is the perfect escape from the ordinary. We offer a variety of venue options that are unique, unlike any other in the area. Whether you are planning an executive luncheon, company-wide picnic, wedding or charity function, the Virginia Zoo is the desired location to exceed your wildest dreams.

If you want to take your event to the next level, you can add on an animal encounter, mascot appearance, bounce houses, or train tickets. After hours train rentals and extended animal exhibit hours are also available for evening events.

EVENT PAVILION

In the heart of the Zoo, the versatility of our open-air 60' x 120' pavilion with retractable walls and paver flooring makes a delightful staging area for grand-scale or corporate events. With full access to power, you can enjoy all the amenities of an indoor venue, but with a fresh perspective. Space heaters can be added to combat colder temperatures. This space is centrally located and provides easy access to Asia - Trail of the Tiger, Africa - Okavango Delta, the Australia Walkabout and the Animal Wellness Campus.

Outside of the Event Pavilion is a spacious field that provides additional space for amusements, activities, or even room to add additional tents to support your event. Access to power is available.

DAYTIME OR EVENING RENTALS AVAILABLE



EVENT PAVILION



EVENT PAVILION



EVENT FIELD

WHAT'S INCLUDED IN MY RENTAL FEE?

The rental fee includes the contracted event space only. Daytime venue rentals include access to the Zoo exhibits and require an admission fee for each attendee. Evening rentals are for the venue space only and the Zoo's exhibits will be closed. Costs are based on a four hour venue rental. Additional hours may be available and additional costs will be assessed. Staffing, admission and service fees apply.

GARDEN TENT¹

The 20' x 40' Garden Tent is tucked into the natural beauty of the Zoo Conservatory Garden, and right around the corner from the Australia Walkabout and Africa - Okavango Delta. Featuring a patio, lawn and a stunning live oak tree, this venue is great for a relaxed event such as a picnic or luncheon. This venue can be rented in conjunction with the Formal Garden to expand your event possibilities. We also offer a Small Events Package option for this venue. See Page 10 for details.

DAYTIME OR EVENING RENTALS AVAILABLE

FORMAL GARDEN²

The Garden Gazebo sits nestled among a sea of beautiful flourishes. This welcoming setting features room for a luncheon, wedding, bridal or baby shower. This space has easy access to the Australia Walkabout and Africa - Okavango Delta. This venue can be rented in conjunction with the Garden Tent to expand your event possibilities.

DAYTIME OR EVENING RENTALS AVAILABLE

FLORA POINT³

Surround yourself within a circular garden in a quiet corner of the Zoo. With a terrace situated in the middle of this venue, your event is limitless in staging opportunities. This venue is equally well-suited to a seated dinner, picnic, cocktail party or wedding.

DAYTIME OR EVENING RENTALS AVAILABLE



FULL-SERVICE CATERING

Our full-service Virginia Zoo Catering Department is the exclusive provider of all food and beverage services, including bar service. From a buffet to action stations, the possibilities are endless.

FOUNTAIN PLAZA¹

A spacious location for a large event, the Fountain Plaza is a spectacular venue that greets your guests as soon as they enter the Zoo! Located at the Zoo entrance and surrounded by benches and beautiful gardens, this location showcases our Kugel ball and seasonal fountains.

EVENING RENTALS ONLY



PLAZA GARDEN²

Adjacent to the ZooFarm and Fountain Plaza, the Plaza Garden is well-shaded by crepe myrtles and mature Japanese cedar trees. Lush shrubs, herbs and flowers provide a great background for your event and there is ample room for bistro and cafe seating.

EVENING RENTALS ONLY



HAVE YOUR EVENT AT AN EXHIBIT

Take your event to the next level and stage it at one of the Zoo’s animal exhibits. These areas provide intriguing environments for small to medium scale events. Exhibit spaces are available for evening rentals only. Animal exhibits close at 5 pm; extended viewing hours may be added to your rental for an additional cost.

ASIA

In the Asia - Trail of the Tiger area, your guests will be surrounded by cascading waterfalls, scenic exhibits, sustainable architecture and stunning horticultural design. Three sections within the Asia exhibit provide unique event options; multiple sections may be rented to provide an extended event space.

EVENING RENTALS ONLY

AFRICA

Spaces within Africa’s Okavango Delta provide an amazing vantage point of several animal habitats. Two areas within the Africa exhibit are available for small gatherings.

EVENING RENTALS ONLY

ZOOFARM

The ZooFarm provides a bright and fun backdrop amidst beautifully-designed fruit, vegetable and flower beds. This friendly space is a short walk from the Zoo’s main entrance.

EVENING RENTALS ONLY

ANIMAL WELLNESS CAMPUS

The Animal Wellness Campus surrounds the state-of- the-art medical and diet facility that serves the Zoo’s animals. Host a speaker at the ZooLive! Stage, or a social gathering among the Enrichment Playground and lush gardens.

EVENING RENTALS ONLY



SPECIALTY EVENT PACKAGES

Created to meet the needs of the Zoo’s smaller groups, these event packages offer an abbreviated Zoo experience for limited budgets. Prices cannot be lowered for group sizes under the maximum number of attendees.

SMALL EVENT PACKAGE

Ideal for smaller groups (100 person max) on a strict budget, this package is offered in the Garden Tent only. The package includes:

- 2-hour time rental (11 am - 1 pm)
- Zoo Access
- Tables, chairs, table covers

A minimum catering order is required from an abbreviated Event Package menu (boxed lunches, cookout and grab and go concessions).

Animal encounters available for an additional cost.

CORPORATE RETREAT PACKAGE

Perfect for small corporate groups (40 person max) who are planning meetings or retreats, this package is offered in the Zoo’s Administration, World of Reptiles or Africa classrooms only. Available Monday through Friday, 9 am to 5 pm (eight-hour max).

This package includes:

- Zoo access
- Existing tables/chairs in classrooms

A minimum catering order is required from an abbreviated Corporate Retreat menu (breakfast items, coffee service, boxed lunches and snack packs).

AV equipment varies per venue, Wifi available upon request. Client must provide any computer or projection equipment.



AFRICA CLASSROOM



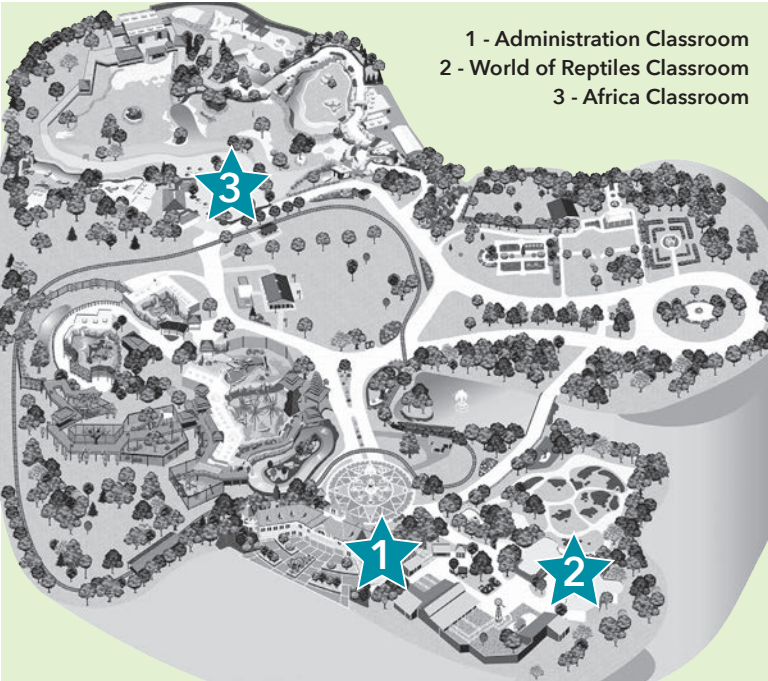
WORLD OF REPTILES CLASSROOM



WORLD OF REPTILES CLASSROOM



ADMINISTRATION CLASSROOM



- 1 - Administration Classroom
- 2 - World of Reptiles Classroom
- 3 - Africa Classroom

FAQs

VENUE INFO

DO YOU HAVE ANY INDOOR EVENT VENUES?

The majority of our venues are outdoor venues, so weather is certainly a factor when planning your event. Our Event Pavilion has retractable side walls to protect it from the elements, and we are able to add heaters to warm the space on colder days. Our only true indoor venues are our Classroom spaces, which can accommodate some smaller events.

WHERE WILL MY GUESTS PARK?

The Zoo has a large parking lot directly outside our main gates where guests may park for free. Please keep in mind that if you have a daytime event, the Zoo is open to the public and the parking area will be shared between general and event guests. If we feel that the size or circumstances of your event will warrant additional parking spaces, we will arrange for parking permits and staff to accommodate your guests. There are additional costs associated with this, and your Event Coordinator will make you aware of this during the planning process.

WHAT HAPPENS IF IT RAINS?

Our facility is open rain or shine. Only in instances of extreme weather will we possibly close our facility and cancel your event. If we have

a covered venue available we will offer it to you as an alternative inclement weather option, but this option is not guaranteed unless you have rented the venue yourself as a backup location. Some venues can be tented if you have pre-arranged for an approved vendor to install a tent. With at least three days’ notice, we do allow you to reschedule your event to a mutually available date, but there are financial implications for this option. Our full inclement weather policy is outlined in our event contract.

CAN I RENT A GOLF CART TO HELP GET MY GUESTS AROUND OR TO TRANSPORT MY SUPPLIES?

We unfortunately do not rent golf carts, and are not able to use them to ferry guests or client equipment around the Zoo. Our staff relies on our golf carts to get your event set up and make sure all of the details are attended to. We do not allow privately owned golf carts on Zoo grounds; we suggest that you bring hand carts and assistance for any supplies. Our Gift Shop rents wheelchairs, wagons, and scooters for anyone who may need assistance getting around. If you foresee needing any of these items for an evening event, please let us know in advance.

EVENT BOOKING AND PAYMENTS

HOW DO I CONFIRM AN EVENT DATE AND WHEN IS MY DEPOSIT DUE?

A 50% non-refundable deposit payment and signed contract are required in order to secure your event date. Additional payment terms are outlined in the event contract.

ARE THERE ANY ADDITIONAL FEES ON TOP OF THE VENUE RENTAL AND ADMISSION FEES?

Catering services are in addition to your venue rental and are dependent upon the menu selected. Additional staffing fees such as custodial and security will be assessed based on the particulars of your event. Tables, chair, and linen rental are also additional. All tables and chairs must be provided by the Zoo unless specialty items are needed for a particular event; our rental costs include all set up and break down of these items. All of these costs will be factored into the estimate you receive.

WEDDINGS

DO I NEED A WEDDING PLANNER OR DAY OF COORDINATOR?

The Zoo highly recommends you have a day of coordinator for your wedding. Our spaces are beautiful, but the size of our venue can make event set up and managing your guests challenging, especially within the allotted set up/breakdown windows. Zoo Staff function as venue managers and are not able to act as day of coordinators. The Zoo Team will make sure that the venue details are taken care of as contracted, but your day of coordinator should take care of your particular wedding details for you.

WHAT TIME OF DAY CAN MY EVENT TAKE PLACE?

All daytime events are for the 10 am to 2 pm time frame, with the exception of Sundays with events occurring from 12 - 4 pm. All evening events are from 6 to 10 pm. Each event is allotted a two hour set-up window immediately preceding the event start time, and a two-hour breakdown window immediately following the event end time. All set up, deliveries, etc. must take place within these approved windows. Any additional rental time will be based on availability and will incur an additional fee.

WHY DO I HAVE TO PAY A VENUE RENTAL FEE AND AN ADMISSION FEE FOR DAYTIME EVENTS?

A per person admission fee is charged for your guests on top of the venue rental fee itself to cover full access to the entire Zoo and its exhibits. Our special event admission fees are significantly less than our standard Zoo admission rates. Regular Zoo admission discounts do not apply to event admissions. Evening events are for the venue rental only as access to exhibits and the remainder of the Zoo is not available. Per person admission rates do not apply for evening event rentals.

DO YOU HAVE WEDDING READY ROOMS?

We unfortunately do not have ready rooms here at the Zoo and do not allow hair or makeup appointments to take place on Zoo grounds.

CAN I HAVE MY WEDDING REHEARSAL AT THE ZOO?

Wedding rehearsals for up to 25 people can be scheduled for a \$125 fee. Rehearsals must take place and conclude during Zoo operating hours and must be scheduled with your Events Coordinator. Rehearsals will not be scheduled until closer to the date of your wedding to ensure they do not conflict with other scheduled events.

VENDORS AND LOGISTICS

DO YOU HAVE A LIST OF PREFERRED VENDORS?

We do not, but any proposed vendors must be submitted for approval to the Virginia Zoo. Only approved vendors with proof of our required insurance will be allowed to service your event.

ARE VEHICLES ALLOWED WITHIN ZOO GROUNDS?

We allow limited vehicle access for each event in order to maintain a safe and secure environment for our Zoo guests and facility. Access is by pre-approval only and will only be allowed for vehicles transporting significant equipment (tenting, lighting towers, etc.) and with proof of automobile insurance. Lesser items should be brought in through the main gate by hand cart.

DO YOU HAVE A LIST OF PROHIBITED ITEMS?

Yes. Our contract outlines our full list of prohibited items, such as drones and balloons. If there is anything you are unsure of which is not listed, please ask. Please note that we do allow DJs and audio equipment, but the decibel level must be kept lower due to animal welfare considerations.

IS THERE POWER AT THE ZOO?

We do have power at our event venues, but some have more limited access. Please let your Event Coordinator know in advance of any plans you may have for power usage so that we can confirm available power. Installation of power distribution boxes will require an additional fee.

DO YOU REQUIRE INSURANCE?

Yes. All clients and vendors must be able to provide proof of insurance per the Virginia Zoo’s guidelines as outlined in our contract.

HOW DO MY GUESTS GET INTO THE ZOO FOR THE EVENT?

We will provide you with a check-in table outside of the main gates and an allotment of wristbands. You and your staff/volunteers are responsible for checking in your guests and distributing wristbands. These wristbands serve as a ticket to get your guests in at the ticket booths, as well as serve as access into your rented event venue. A headcount guarantee is required prior to your event. This headcount will be used both to guarantee your catering order and to guarantee your event guest count; wristbands will be allotted accordingly. Please note we are unable to provide refunds for unused wristbands.

CATERING

DO YOU ALLOW OUTSIDE CATERERS?

We do not allow outside caterers. The Virginia Zoo Catering Department is the exclusive caterer at the Zoo. Our full-service Catering Team is happy to work with you to make your event special; our menus are a great starting point, but we are happy to make any customizations you may need for your particular event.

CAN I BRING IN MY OWN ALCOHOL FOR AN EVENT?

No. All alcohol must be purchased through and served by the Virginia Zoo Catering Department. We have a variety of bar service options and will be happy to review them with you.



WELCOME TO THE VIRGINIA ZOO

MAKE YOUR ADVENTURE LAST ALL YEAR!

Upgrade your tickets to a **ZOO MEMBERSHIP** and get wild year-round!

See the Membership Office for details.

LEGEND

- P** Parking
- 🍦** Food/Ice Cream
- 🛒** Gift Shop
- 🏥** First Aid
- ♿** Wheelchair Rental
- 🛴** Stroller Rental
- 🏧** ATM
- 🚻** Restroom
- 🏞️** Playground
- 👮** Security
- 🏢** Membership Office
- 🎓** Classroom
- 🏠** Mother's Nursing Room

ZOO GARDENS

Tour the lush Zoo grounds which feature themed gardens and natural habitats.

- 1** Butterfly Garden
- 2** Shade Garden
- 3** Formal Garden
- 4** ZooFarm Garden
- 5** Carnivorous Garden
- 6** Rain Garden
- 7** African Village Garden
- 8** Tropical Garden
- 9** Children's Garden
- 10** Wellness Orchard
- 11** Observation Bee Hive

GO PAPERLESS

Did you know? The Virginia Zoo app has an interactive map. Download from your app store today!

Available on the App Store | Get it on Google Play

MEET THE TEAM LEADS



KERRI DONNELLY, EVENTS MANAGER

Kerri is a Virginia native, George Mason University graduate and fearless leader of the Virginia Zoo events team. With a bachelor's degree in Tourism and Event Management and more than five years of experience in museum event management and venue management, Kerri supports clients during their event planning process as well as overseeing all Zoo events. Kerri is a member of the Zoo's Green Team, an active ILEA member, and all-around special event enthusiast. Drop a line to Kerri (pictured with Tia the Toco Toucan) to see how they can help make your event a success!



LAURIE BUNN, FOOD SERVICE MANAGER

With more than 20 years in the food and beverage industry, Laurie is integral part of planning an event at the Virginia Zoo. She has previously worked for prestigious conference centers, national chain hotels and locally acclaimed restaurants in every aspect of the field. Laurie's vast experience with guest relations, menu planning and creation, and back- and front-of-the house operations, make Laurie a valuable asset for the Catering Department. Her creative and determined attitude are indispensable in producing flawless events for clients.

PROUD MEMBERS OF:





SEE YOU AT THE ZOO!

For more information or to inquire about booking an event, contact the Events Department at 757.441.2374, ext. 250 or events@virginiazoo.org.



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