

# PRIVATE EVENTS GUIDE

and Rental Policies





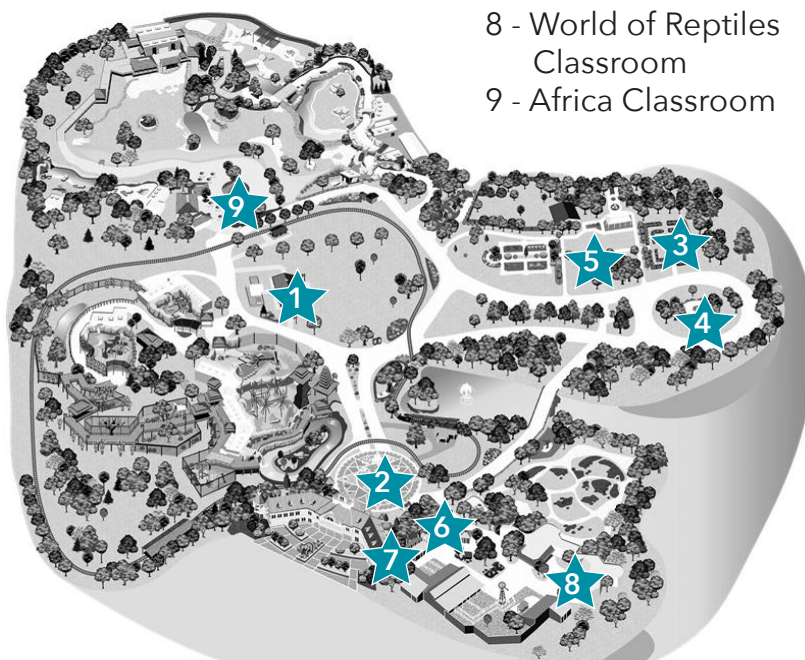
# PRIVATE EVENTS AT THE VIRGINIA ZOO

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, DJ services, or train tickets for an additional charge. After hours train rentals and extended animal exhibit hours may also be available for evening events. Exclusive vendor information is available on page 12.

## LEGEND

- 1 - Event Pavilion & Field
- 2- Fountain Plaza
- 3 - Garden Gazebo
- 4 - Flora Point
- 5 - Garden Tent
- 6 - Plaza Garden
- 7 - Admin Classroom
- 8 - World of Reptiles Classroom
- 9 - Africa Classroom



## 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 for an added cost. Additional fees will be determined upon necessary services required, such as staffing including custodial and security.

## VENUE OPTIONS



### EVENT PAVILION & FIELD<sup>1</sup>

SEATING FOR 500 • CAPACITY 4000 • DAY & EVENING RENTALS

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. Enjoy all the amenities of an indoor venue, but with a fresh perspective. Space heaters can be added for an additional charge. This space is centrally located and provides easy access to Asia - Trail of the Tiger, Africa - Okavango Delta, and the Animal Wellness Campus.

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

**\*POWER AVAILABLE, COVERED SEATING**

### FOUNTAIN PLAZA<sup>2</sup>

SEATING FOR 500 • CAPACITY 2000 • EVENING RENTALS

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.

**\*POWER AVAILABLE**



### GARDEN GAZEBO<sup>3</sup>

SEATING FOR 150 • CAPACITY 250 • DAY & EVENING RENTALS

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 Turtle Oasis and Africa - Okavango Delta. This venue can be rented in conjunction with the Garden Tent (page 4) to expand your event possibilities.

**\*POWER AVAILABLE**



## VENUE OPTIONS

### FLORA POINT<sup>4</sup>

SEATING FOR 150 • CAPACITY 250 • DAY & EVENING RENTALS

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.

**\*POWER AVAILABLE**



FLORA POINT

### GARDEN TENT<sup>5</sup>

SEATING FOR 100 • CAPACITY 200 • DAY & EVENING RENTALS

The 20' x 40' Garden Tent is tucked into the natural beauty of the Zoo Conservatory Garden, and right around the corner from Turtle Oasis 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 Garden Gazebo (page 3) to expand your event possibilities.

**\*POWER AVAILABLE, COVERED SEATING**



GARDEN TENT

### PLAZA GARDEN<sup>6</sup>

SEATING FOR 50 • CAPACITY 75 • EVENING RENTALS

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.

**\*POWER AVAILABLE**



PLAZA GARDEN



## VENUE OPTIONS

### ADMIN CLASSROOM<sup>7</sup>

SEATING FOR 100 • COCKTAIL SETUP FOR 50 • DAY & EVENING RENTALS

At the entrance of the Zoo is our Administration Classroom. Perfect for small groups or corporate retreats, this intimate setting works well to meet the needs of your smaller event.

**\*POWER & PROJECTION SCREEN AVAILABLE,  
CLASSROOM-STYLE SEATING AVAILABLE**



### WORLD OF REPTILES CLASSROOM<sup>8</sup>

SEATING FOR 45 • DAY & EVENING RENTALS

Among the scaley and the slimy is our World of Reptiles classroom. Perfect for small groups or corporate retreats, this intimate setting works well to meet the needs of your smaller event.

**\*POWER, SMARTBOARD & A/V AVAILABLE,  
CLASSROOM-STYLE SEATING AVAILABLE**



### AFRICA CLASSROOM<sup>9</sup>

SEATING FOR 45 • DAY & EVENING RENTALS

In the heart of the Zoo, you will find our Africa Classroom. Perfect for small groups or corporate retreats, this intimate setting works well to meet the needs of your smaller event.

**\*POWER AVAILABLE, CLASSROOM-  
STYLE SEATING AVAILABLE**





# 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. All exhibit spaces are available for evening rentals only, capacities vary according to event type. Animal exhibits close at 4 pm. Ask your Event Coordinator for more details.

.....

## 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.



## 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.

## TURTLE OASIS

This new exhibit area, conveniently located near restrooms and our Run Wild! Nature Discovery Zone, provides a peaceful space for your guests to relax and take in the beauty of nature. Host an intimate social gathering here or a chill cocktail hour.



## 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.



# 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 available in the Garden Tent.

The package includes:

- 2-hour time rental (11 am - 1 pm)
- Full Day Zoo Access
- Tables, chairs, table covers for 100

*Animal encounters available for an additional cost.*

## CORPORATE RETREAT PACKAGE

Perfect for small corporate groups (45 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, 9:30am to 4pm, with access provided 30 mins before for set up and 30 mins after for cleanup. This package includes:

- Full Day Zoo access
- Existing tables/chairs in classrooms

*AV equipment varies per venue, Wifi available for additional fee. Client must provide any computer or projection equipment.*





## EVENT ADD-ONS

Add more onto your event with a variety of our add-on options. Choose from animal ambassadors, yard game rentals, train rides, and mascot appearances.

.....

### ANIMAL AMBASSADORS

Make your event WILD with a special animal encounter! Enjoy an up-close experience with one of our educational Animal Ambassadors accompanied by a specially trained Virginia Zoo representative.



### YARD GAMES

From cornhole to Connect 4 or giant jenga, rent your favorite yard games to entertain guests of all ages for your next event.



### TRAIN RIDES

Take a private ride with your guests on the all new electric Virginia Zoo Express! Enjoy a leisurely trip through areas of the Zoo you can't access on foot.



### MASCOT APPEARANCE

Spend some time and snap a few photos with the Virginia Zoo mascot, Tango the Tiger. We promise he'll get you ROARing with laughter!



# VENUE RATE SHEET

Our outdoor venues are located throughout the Zoo and can serve outings for anywhere from 20 to 4,000 people. Daytime venue rentals include access to the Zoo exhibits and require an event attendee fee for each guest.\* *Evening rentals are for the venue space only and the other areas of the Zoo will be closed and animals may be off exhibit.*

OUTDOOR EVENT SPACE	WEEKDAY (MON-THURS)		FRIDAY OR SUNDAY		SATURDAY	
	DAYTIME*	EVENING	DAYTIME*	EVENING	DAYTIME*	EVENING
Event Pavilion	\$1,000	0-499 guests: \$2,500 500-999 guests: \$3,500 1,000-1,999 guests: \$4,500	\$2,000	0-499 guests: \$4,500 500-999 guests: \$5,500 1,000-1,999 guests: \$6,500	\$2,500	0-499 guests: \$5,500 500-999 guests: \$6,500 1,000-1,999 guests: \$7,500
Flora Point	\$750	\$2,000	\$1,250	\$2,500	\$1,500	\$3,000
Fountain Plaza	N/A	\$2,000	N/A	\$2,500	N/A	\$3,000
Garden Tent	\$750	\$2,000	\$1,250	\$2,500	\$1,500	\$3,000
Plaza Garden	N/A	\$2,000	N/A	\$2,500	N/A	\$3,000
Formal Garden	\$750	\$2,000	\$1,250	\$2,500	\$1,500	\$3,000
EXHIBIT SPACE**	WEEKDAY (MON-THURS)		FRIDAY OR SUNDAY		SATURDAY	
	EVENING ONLY		EVENING ONLY		EVENING ONLY	
Venues located within Africa, Asia, Turtle Oasis and Animal Wellness Campus	\$2,000 per space		\$2,500 per space		\$3,000 per space	

**\*Event attendee fees are as follows:**

0-250 guests, \$12      500-999 guests, \$9  
251-499 guests, \$11      1,000+ guests, \$8

Staffing, event attendee, and service fees may apply. Costs are based on a four-hour venue rental. Additional hours may be available and additional costs will be assessed.

\*\*See Private Events Guide for descriptions and specific locations within the Zoo. Additional information on all venues is available through your Event Coordinator upon inquiry.

Created to meet the needs of the Zoo's smaller groups, these event packages offer an abbreviated Zoo experience for limited budgets. Zoo event attendee fee included. Details available on page 7 in our Private Events Guide.

EVENT PACKAGES	ANY DAY	MONDAY THROUGH FRIDAY
	2-HOURS: 11 AM - 1 PM	UP TO 8 HOURS: 9 AM TO 5 PM
Small Event	\$1,500 (100 person max) Garden Tent	N/A
Corporate Retreat	N/A	\$500 (45 person max) Administration, World of Reptiles or Africa classrooms



# 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 heaters can be rented 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 or rental 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?

Staffing fees, such as custodial and security, will be assessed based on the particulars of your event. Tables, chairs, 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.

### WHAT TIME OF DAY CAN MY EVENT TAKE PLACE?

Event rentals are for a 4-hour timeframe. All daytime events are traditionally between the hours of 9:30am and 4pm. Evening events are between 5pm and 10pm. 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.



## VENDORS AND LOGISTICS

### DO YOU HAVE A LIST OF PREFERRED VENDORS?

Yes! Please see page 12. All 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 to guarantee your event guest count; wristbands will be allotted accordingly. Please note we are unable to provide refunds for unused wristbands.

### DO YOU ALLOW OUTSIDE CATERERS?

A list of caterers who are approved to work at the Virginia Zoo are attached on page 13. Limited catering options are also available from our in-house Food Services department, please ask your Event Coordinator for details. Any caterers not listed on page 13 must be submitted for approval.

### CAN I BRING IN MY OWN ALCOHOL FOR AN EVENT?

We do allow clients to bring in their own alcohol if they get an ABC event license, but we also offer a range of bar services through our Food Service Department. Please ask your Event Coordinator for details.

## 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.

### 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.





# VENDOR INFO

## EXCLUSIVE VENDORS

The vendors listed below are exclusive to the Virginia Zoo. Please work with your Event Coordinator to book and coordinate these services for your event.

### Bounce House Rentals

Bounce Hoppers is a family owned and operated party rental company in Hampton Roads. Kids love to jump and bounce on our bounce houses. It's a fun and healthy activity for your kids. Bounce Hoppers offers bounce houses and obstacle courses party rentals and the staff to support your event.

*Bounce Houses & Obstacle Courses*

#### Bounce Hoppers

Bouncehoppers@gmail.com

(757) 689-4273 | bouncehoppers.com

### DJs, Lighting, and Photo Booths

Astro Event Company has been the Hampton Roads & Virginia Beach leader in wedding and party services for 30+ years. Our diverse staff of entertainers can handle all kinds of events, from birthday celebrations to black tie affairs.

*DJs, Event Rentals, Lighting, Photo Booths, Games/Concessions*

#### Astro Entertainment

Sales@AstroDJ.com

(757) 460-2224 | astroeventcompany.com



### Tent Rentals

Special Events Virginia is your premier source of event, party, tent and linen rentals in Portsmouth, Virginia Beach, Chesapeake, Norfolk, and Hampton Roads. Whether you're planning a small, intimate gathering or a grand scale gala, Special Events Virginia is the perfect choice for rentals to complete your planning. With our experience, vast knowledge of the industry, endless creativity, connections, and resources, Special Events Virginia can help you plan your ultimate event.

*Catering & Kitchen Equipment, Generators, Heating & Cooling Equipment, Pipe & Drape, Tables & Chairs, Tent Rentals*

#### Special Events Rentals of Virginia

assistant@virginiaspaciaevents.com

(757) 485-1212 | virginiaspaciaevents.com





# CATERER INFO

## PREFERRED CATERERS

You are responsible for booking your own caterer. Please notify your Event Coordinator of your chosen caterer for additional assistance with coordination.

### Full Service Caterers

#### Beach Bully

catering@beachbully.com  
(757) 422-4222 | beachbully.com

#### Omar's Carriage House

omarscarriagehouse@verizon.net  
(757) 622-4990 | omarscarriagehouse.com

#### Gourmet Gang

customerservice@gourmetgang.com  
(757) 857-6100 | gourmetgang.com

#### Mission BBQ

tidewatercatering@mission-bbq.com  
(757) 567-4853 | mission-bbq.com/catering-b

#### Sociably Quaint

Kian@sqcatering.com  
(757) 548-2165 | sqcatering.com

#### Taste

(757) 425-3011 | tastecateringva.com

#### Mobile Pig-Nic

mobilepignic@yahoo.com  
(757) 420-9099 | mobilepignic.com

#### Yummy Goodness

Yummygoodnesscatering@yahoo.com  
(757) 962-1000 | yummygoodnesscatering.com

### Food Trucks & Specialty Caterers

- Bear House Coffee Roasters - bearhousecoffee@gmail.com
- Ben & Jerry's Ice Cream - daniel.hayden0205@gmail.com
- Cast Iron Catering - cateringcastiron@gmail.com
- DC Smoothies - diegocintron3@gmail.com
- Hades Wood Fire Oven - hadeswoodfiredoven@gmail.com
- Hangry's - hangrysvb@gmail.com
- Munchies & Such - acaseofthemunchies@gmail.com
- Prime 757 - prime757food@gmail.com
- Sun's Yum's Korean Cuisine - sunsyums@gmail.com
- Twisted Sisters Cupcakes - twistedsisterscupcakes@gmail.com







# 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](mailto:events@virginiazoo.org).



**3500 GRANBY STREET • NORFOLK, VIRGINIA 23504 • [VIRGINIAZOO.ORG](http://VIRGINIAZOO.ORG)**