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## ZOO ATLANTA FAMILY REUNIONS POLICIES AND PROCEDURES

Please sign and send to address or fax number indicated below

### Reservation and Deposit:

Orders must be received by Culinary Sol a **minimum (1) month prior to Date of Reunion**. Once your order is received by Culinary Sol, you will be sent a catering & event contract to sign and return. Culinary Sol requires a **25% non-refundable deposit of total amount due** upon the signing of your contract. This **deposit is due within two (2) weeks of the contract date**.

### Price per person:

The price for guests ages 3 and above is \$25.00 plus tax, which includes (1) admission to Zoo Atlanta and (1) extra meal. Guests ages 2 and under are free. The price for (1) extra meal only is \$14.50. For guests added short of (7) days prior to Date of Reunion, admission tickets must be purchased Zoo gate at full rate. All catering events are subject to an 8% sales tax.

### Guest Minimum:

The minimum amount of guests is 75 people.

### Final Payment & Guests Count:

Final payment and guests count are required at least (7) days prior to Date of Reunion. Food Services will not be rendered unless full payment is made (7) days prior to Date of Party.

Mail payments to:	Culinary Sol, 800 Cherokee Avenue SE, Atlanta, GA 30315
Fax number:	404.624.2805
Phone number:	404.624.5650

### Credit card payments:

For all credit card payments, a Culinary Sol Credit Card Transaction Authorization form must be completed, signed and sent by fax to 404.624.2805 or mailed to the address above.

### Cancellation and Rain Plan:

Cancellation of your event will result in the forfeit of your deposit. In case of rain, your party will be held in the Ford Conservation Room (ARC Building), or any other available covered pavilion.

### Parking:

Host and guests may park in the Cherokee Avenue Parking lot (parking is FREE). We recommend arriving early, because parking fills up quickly. There will be no parking spaces reserved.

### Time Frame:

There are two (2) times available for family reunions.

1. 11am-2pm
2. 4pm-7pm

### Tickets:

The Party Host is responsible for handing tickets to all guests. Tickets can be mailed to the host in advance, picked-up at the Zoo in advance, or picked-up the day of the Reunion. In the latter case, we recommend having a ticket attendant at Zoo Atlanta main gate to greet guests and handout tickets. You can ask someone from your party to be a ticket attendant, or we can hire someone from Zoo Atlanta for \$60.00. Make sure to give instructions to your guests concerning the location of the party. Note: We do not refund for unused tickets purchased in advance.

**I have read and agree to abide by the Zoo Atlanta Family Reunion Policies stated above.**

_____	X _____	_____
Culinary Sol	Event Client	Date



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## ZOO ATLANTA FAMILY REUNIONS POLICIES AND PROCEDURES (CONTINUED)

Please sign and send to address or fax number indicated below

### Setup/Security:

Host and assistants are welcome to arrive (30) minutes prior to Family Reunion start time to decorate. Host and assistants will need their tickets to enter the Zoo. Host will be responsible for transporting all party items/decorations to the party venue. Please note that the Picnic area is located in the middle of Zoo grounds. Make sure to allow enough time to carry all your items/decorations. Make arrangements to secure your items during and following the party. Zoo Atlanta/Culinary Sol is not responsible for lost or stolen items left unattended in the party venue.

### Tables and chairs:

Zoo Atlanta will provide tables and chairs for your party, as well as disposable tablecloths.

### Clean-up:

The area will be reserved for your party for 3 hours, **including clean-up time**. At your party's conclusion, please place all trash in the receptacles provided for you. Failure to clean up will result in an additional clean-up will result in an additional clean-up fee of \$100.00. There is a \$50.00 charge each (30) minutes if parties exceed the 1 ½ -hour time frame. This charge will begin after your party is scheduled to end. Before or after your party, you are welcome to enjoy the day at the Zoo.

### Food service:

Food will be served at 11:30am and 4:30pm with no exceptions. There will be no refund for left over food. Due to local health regulations and the liability that Culinary Sol assumes, food or beverages may not be taken from Zoo grounds after it has been prepared and served. For safety purposes, all food and beverages will be served with plastic plates, cups, and utensils unless otherwise notified.

The Culinary Sol Backyard Barbecue includes: Two (2) hours food service, buffet tables with linens, chaffing dishes, decorative platters, Sol buffet décor, buffet serving utensils, disposable plates, flatware, cups, and paper napkins. Chinaware and guests table linens or covers are available for an additional fee

### The following items are **not** permitted on Zoo grounds:

Balloons, Confetti, Birdseeds, Rice, Grills, Pets of any kind, Games involving throwing or striking objects, Straws, and Styrofoam products. These items may cause harm to the animals.

### Additional Zoo Atlanta Policies:

Zoo Atlanta is a living museum and an educational institution, and the need for protection of its treasures is of primary importance. Zoo Atlanta reserves the right to refuse use of its venues to any prospective lessee, for any reason deemed appropriate at the Zoo's sole discretion. Zoo Atlanta reserves the right to expel any person(s) who fail to observe Zoo policies. Violations may result in termination of the event.

In consideration of the use of the facilities of Atlanta-Fulton County Zoo, Inc. ("Zoo Atlanta"), the undersigned entity does hereby agree to indemnify and save and hold harmless Zoo Atlanta and Culinary Sol, its directors, officers, employees and agents from all claims, loss, damages, actions and expenses, including expenses of the defense thereof including attorney's fees, incurred or arising from any act or failure to act on the part of the undersigned, its officers, directors, employees, agents or invitees, resulting from the undersigned entity's use of the facilities which are the subject of this Agreement.

**I have read and agree to abide by the Zoo Atlanta Family Reunion Policies stated above.**

\_\_\_\_\_  
Culinary Sol

X \_\_\_\_\_  
Event Client

\_\_\_\_\_  
Date