



1801 East Chestnut Avenue  
 Santa Ana, CA 92701-5001  
 www.santaanazoo.org



Phone: 714-953-8555 ext: 13  
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## RENTAL APPLICATION

*(Please print or type)*

Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Organization's Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Event Date: \_\_\_\_\_ **Circle Preferred Area (Subject to Availability):**

Event time: \_\_\_\_\_ to \_\_\_\_\_ Amazon's Edge Train Depot Plaza  
*Additional hours and after hours will be billed at the listed rates.* SAZOO's Party Area Amphitheatre

Guest Count: \_\_\_\_\_ Birthday Child or Event Name: \_\_\_\_\_

Do you require access to an electrical outlet?  Yes  No

**Reason:** \_\_\_\_\_  
*(Amphitheatre Guests must provide electrical cords. Electricity is **not** available at the SAZOO's Party Area and Train Depot Plaza.)*

Would you like to rent the Zoo's 8-burner gas grill?  Yes  No  
*(There is a \$50 rental fee for use of the grill. Outside grills are not permitted. The applicant is responsible for cleaning the grill.)*

Will additional equipment, rented or private, be used at your event?  Yes  No

**Type of equipment:** \_\_\_\_\_

*An approved certificate of insurance for all rental items including, but not limited to: moon bounce, rented tables and chairs is required. Submit 2 weeks prior to event. Items are not permitted on Zoo grounds without approved insurance certificate.*

*All sound level restrictions must be strictly adhered to. No Exceptions. See attached Rules & Regulations for details.*

*A \$75 (\$300 for Amphitheatre) facility rental deposit is required along with a signed application to hold an event date.*

*The Friends of Santa Ana Zoo reserve the right to apply any portion of the deposit to fees incurred during an event. Notification of held deposit will be within two weeks after the event date. Payment accepted on the day of the event by cash or credit card.*

### USER'S AGREEMENT

The applicant agrees that he/she shall be personally responsible for any damages or unnecessary abuse of city facilities or equipment on said premises. The applicant also agrees that all decorations must be approved prior to event, by FOSAZ staff.

The applicant and any other persons, organizations, firm or corporations on whose behalf the application is made, by filing such application, do represent, stipulate, contract and agree that will jointly and severally indemnify and hold the Friends of Santa Ana Zoo and its officers and employees harmless against liability for any and all claims for damage to property or injury to persons arising out of or resulting from the issuance of this application.

**SMOKING AND SERVING ALCOHOLIC BEVERAGES IS PROHIBITED ON ZOO GROUNDS.  
 BALLOONS, CUP LIDS, CONFETTI AND STRAWS ARE ALSO PROHIBITED ON ZOO GROUNDS.**

I have read and agree to abide by the rules and regulations pertaining to the rental of this facility (attached document.)

Applicant's signature: \_\_\_\_\_

Print applicant's name: \_\_\_\_\_ Date: \_\_\_\_\_

**All rental fees are non-refundable; this includes full and partial refunds.**

**However, you have up to 13 months to reschedule in case of rain or inclement weather.**

The Friends of Santa Ana Zoo is a private, non-profit organization. All gifts are tax-deductible to the extent the law allows. Our tax identification number is 51-016-0007. Revenues from event rentals support the operation and development of the Zoo, help support conservation efforts and enrich the lives of the animals.



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Thank you for choosing the Santa Ana Zoo as the venue for your very special event. With its exotic surroundings and diverse animal collection, the Zoo is the ideal setting for any occasion.

*Please note that reservations are not guaranteed until the Friends of Santa Ana Zoo have received a signed application, signed rental agreement and deposit.*

### **Rental Regulations and Guidelines**

- **Hours of Rental:** The birthday packages include 1 hour at the party area. Additional hours must be arranged in advance and are subject to additional fees and availability. Setup is 20 minutes before your scheduled time and you have 20 minutes following your scheduled time for cleanup. After hours rates begin at 5pm and are billed at \$150 per hour in addition to your rental rates. After hours rates must be arranged in advance and are subject to staff availability.
- **Check-in:** On the day of your event, please check-in with the ticket booth cashier. Your guests will be directed to your event site and the ticket booth will keep an accurate count of all guests that attend your event. Additional guest fees are due the day of the party. Please pay any outstanding balance in the gift shop. Additional fees not paid the day of the event will be deducted from the deposit.
- **Decorations and Party Equipment: Balloons, lids, confetti and straws are strictly prohibited on Zoo grounds.** *Failure to comply will result in forfeiture of your deposit.* Please have additional equipment approved by FOSAZ staff. Some items may require an insurance certificate. Items not approved by FOSAZ staff will be prohibited on Zoo grounds. Insurance requirements will be provided when requested. All items must be removed at the close of your event. Additional tables and chairs will not be supplied on the day of the event.
- **Alcohol:** Alcohol is prohibited on Zoo grounds, except in the Amphitheatre under restricted conditions. See Additional Restrictions for Amphitheatre Rentals. *Failure to comply will result in forfeiture of your deposit and immediate removal from zoo grounds.*
- **Music/Sound Levels:** Because the Santa Ana Zoo is in proximity to residential neighborhoods and for the safety and comfort of our animals, we require that all music and sound levels are conscientiously obeyed. In the amphitheatre; sound level should not exceed 60 dB (decibels.) For example, sounds above this level would require you to shout to be heard. If any zoo staff asks you to turn down your sound level/music/etc. please comply immediately, as this request would only stem from animal reactions or neighborhood complaints. Failure to comply with sound levels set forth by the Santa Ana Zoo will result in forfeiture of your deposit.
- **Payment: Please make payment to “Friends of Santa Ana Zoo” in the form of cash, certified funds or credit card.** *Checks will not be accepted for final rental fees.* All fees must be paid on or before the day of your event.
- **Event Deposit:** A \$75 deposit is required for birthday party rentals. If your deposit is forfeited, you will receive a notice explaining the reason(s). A satisfactory clean up of the rental site is expected. Please dispose of all debris, including piñatas, streamers, table covers, etc. *If area is not cleaned up on time, your deposit will be held.* The applicant is personally responsible to provide his/her own cleaning supplies. Trash containers are provided at all party sites. Deposit will be returned in full if event is cancelled more than 72 hours before event date.
- **Refunds/Credit:** All rental fees, including birthday package, extra guests, facility rentals, extra birthday features, are non-refundable. All fees are considered a charitable donation to the Friends of Santa Ana Zoo. In the event the Zoo is closed due to inclement weather conditions, the event deposit will be returned without prejudice. Any fees paid for the event will not be refunded. However, the applicant will have up to 13 months from the date of the event to reschedule.

Sincerely,  
 Friends of Santa Ana Zoo

I have read and agree to abide by the rules and regulations pertaining to the rental of this facility.  
 I understand that failure to comply will result in forfeiture of my event deposit.

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

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

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



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**Additional Restrictions and Rules for Amphitheatre Rentals**

Thank you for renting the Amphitheatre picnic area here at the Santa Ana Zoo. In addition to the Rental Regulations and Guidelines listed on page two of the rental application, the following rules and restrictions apply to Amphitheatre rentals:

- **No setup before 9:00am is permitted without prior written authorization.** The standard exit time is one hour after the Zoo ticket booth closes. Any additional time required will be billed at \$150/hour and must be approved in advance in writing.
- **No parking or driving on the grass.** You can bring your vehicle in to unload/load, but your vehicle must be parked outside the Amphitheatre area. No parking permitted in employee parking (on the asphalt.)
- A \$300 deposit is required for Amphitheatre rentals. All other event deposit rules apply.
- **Under no circumstances can your vehicles, tables/chairs or other items block the access road or storage sheds.**
- **Overnight storage:** There is some overnight storage available. You must request permission in writing, in advance of your rental. The Santa Ana Zoo and FOSAZ assume no liability for equipment and items left overnight.
- **Alcohol is permitted under very strict conditions.** Please contact FOSAZ to request permission to serve alcohol. Permission must be requested in writing, at least 30 days before your event. Alcohol may only be served in the Amphitheatre area with a valid permit from the City Manager’s office. Alcohol may not be sold on Zoo grounds. Under no circumstances is alcohol permitted outside the Amphitheatre area. Additional security is required at the rental applicant's expense. *Unruly patrons will be ejected without refund and the deposit will be forfeited.*
- Please dispose of all trash in the provided trashcans. You are responsible for cleaning up the area by the end of your rental.
- **If you use the turnstile, an accurate count of all guests must be maintained.** This information is to be provided to the ticket booth before the end of the day.

Please list all vendors and their contact information:

Vendor Name	Contact Name	Phone Number (Cell)	Setup Time	Pickup Time

I have read and agree to abide by the rules and regulations pertaining to the rental of the Amphitheatre. I understand that failure to comply will result in forfeiture of my event deposit.

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

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

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