



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



Phone: 714-953-8555 ext: 12  
 FAX: 714-550-0346  
 Email: rentals@fosaz.org

## RENTAL APPLICATION

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

Organization (If Applicable): \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Event Date: \_\_\_\_\_ Birthday Child or Event "NAME": \_\_\_\_\_

Rental Package: (circle one)	<u>PRIVATE PARTY A</u> \$450 NON MEMBER/\$400 Member 2 hours, UP TO 25 guests included	<u>PRIVATE PARTY B</u> \$700 NON MEMBER/\$650 Member 2 hours, UP TO 50 guests included	<u>AMPHITHEATRE</u> \$3000 up to 500 guests included
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TIME SLOT/LOCATION: (circle one)	Primate Forest 10:30 AM – 12:30 PM	Exploration Outpost 11:30 AM – 1:30PM	Rides Plaza Party Area 2:00 PM – 4:00 PM	Amphitheatre 10 AM - 4 PM
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*All party guests are considered part of the Guest Count. Members and Residents of Santa Ana are considered Guests of the private party area.*

Do you require access to an electrical outlet?  Yes  No      **Access to power at Amphitheatre only**  
 Reason: \_\_\_\_\_

*Amphitheatre guests must provide own electrical cords.*

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, catering, rented tables and chairs. Submit 2 weeks prior to event. Items are not permitted on Zoo grounds without approved insurance certificate.

**A \$250 (\$1000 for Amphitheatre) non-refundable facility rental deposit is required along with a signed application to hold an event date. The deposit will be charged to your credit card on receipt.**

**Provide credit card information here:**

**Card Number:** \_\_\_\_\_

**Expiration:** \_\_\_\_\_ **3/4 Digit Code:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Your card will be charged the balance Party amount (Party rate less the deposit) on the DAY of your Rental. Any violation of time or damages will incur an additional \$250 (\$1,000 for amphitheatre) charge. You may re-schedule within 72 hours of the event date. Failure to re-schedule within 72 hours will forfeit the full deposit amount.**

### 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 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 OR ANY OTHER TYPE OF INFLATABLE DECORATIONS AND CONFETTI 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).

I agree to pay the full following Party rate amount of: \$\_\_\_\_\_ (\$250/\$1,000 now, balance on day of event)

I agree to pay any & all violations of time and/or damages by forfeiting my deposit & being charged any additional costs.

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

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



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**Rental Regulations and Guidelines**

- **In the event of an emergency, please report to the Ticket Booth at the Zoo Entrance where Zoo Staff will assist you.**
- **Service animals:** Must be ADA-recognized and are required to check in and out at the Ticket Booth.
- **Time Violation:** If you arrive early or leave late, it will be considered a Time Violation and you will be automatically charged to your credit card your deposit and any added fees based on the length and severity of the violation.
- **Set-up/Clean-up time:** Private Parties are allowed 30 minutes for set-up and clean-up. For Amphitheatre hours, please see the *Additional Restrictions and Rules for Amphitheatre Rentals*' page.
- **Check-in:** On the day of your event, please check in at the Membership Entrance. Additional Party Information will be emailed to you in advance. Your guests will be directed to your event site and the membership staff will keep an accurate count of all guests that attend your event. Any Violation in numbers attending will forfeit your deposit amount.
- **Decorations and Party Equipment: Balloons or any other type of inflatable decorations and confetti are strictly prohibited on Zoo grounds. Failure to comply will result in forfeiture of your entire deposit and any added costs.** You must have any additional equipment approved in advance. Some items may require an insurance certificate. Items not approved will be prohibited on Zoo grounds. Insurance requirements will be provided when requested. You will be responsible for loading and unloading your own items to and from the party area. All items must be removed at the end of your event. Additional tables and chairs will not be supplied on the day of the event.
- **Alcohol:** Alcohol is prohibited in Party Rental areas. *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., 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:** Your card will be charged the deposit amount the day we receive this signed application. The balance (Party rate less the deposit) will be charged on the DAY of your Rental. Any violation of time or damages will incur an additional \$250 (\$1,000 for amphitheatre) charge. You may re-schedule within 72 hours of the event date. Failure to re-schedule within 72 hours will forfeit the full deposit amount.
- **Event Deposit:** A \$250 pre-paid deposit is required for Private Party Packages (\$1000 deposit for Amphitheatre rentals) against any violation of time and/or damages. If your deposit is forfeited, you will receive a notice explaining the reason(s). A satisfactory clean up of the rental site is expected. Dispose of all debris, including piñatas, streamers, table covers, etc. **If area is not cleaned up on time, your deposit will be forfeited.** The applicant is responsible to provide own cleaning supplies. Trash containers are provided at all party sites.
- **Refunds/Credit:** All rental deposits are non-refundable, even in the event the Zoo is closed due to inclement weather conditions. However, the applicant will have up to 13 months from the date of the event to reschedule. Moving the date for personal reasons requires notification 72 hours in advance or the deposit will be forfeit. All fees are considered a charitable donation to the Friends of Santa Ana Zoo. 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. Net revenues from event rentals support the operation and development of the Zoo, help support conservation efforts and enrich the lives of the animals.

**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 and/or any added costs for violations of time and/or damages.**

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

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

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



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**Additional Restrictions and Rules for Amphitheatre Rentals**

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:

- The exit time is 4:00pm. Amphitheatre rental hours are from 10:00am – 4:00pm. Any additional time used for setup or cleanup will be billed at \$500/hour.
- **No parking or driving on the grass.** If you park or drive on the grass, your deposit is forfeited. You can bring your vehicle in to unload/load, but your vehicle must be parked outside the Amphitheatre area in the dirt parking lot. No parking permitted in employee parking (on the asphalt).
- **A \$1000 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.**
- **Unruly patrons will be ejected without refund and the deposit will be forfeited.**
- **All trash must be disposed of in provided receptacles and the area must be clean by the end of your rental. If you fail to do so, your entire deposit or a portion of it may be deducted depending on the cleaning services rendered.**
- Amphitheatre Rental (\$3000) includes admission to the Zoo for up to 500 guests. **If more than 500 guests are present at the event, then the applicant will be billed for each additional guest at \$10/guest.**

Please list all vendors and their contact information (can be updated prior to event):

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 and any added costs for violations of time and/or damages.**

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

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

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