



## Community Event Request Form

Approval can take up to 2 weeks

Contact Person:

Phone Number:

Contact Email:

Billing Address:

Event Date:

Proposed Time Frame:

Event/Group Name:

Event Address:

Event Location:

- Inside
- Outside with cover
- Outside without cover

Resources available at event:

- Table
- Chairs
- Electricity
- Table cover
- Convenient parking
- Venue/grounds wheelchair accessible

Booth/Room Description: (location of booth in relation to walls/ barriers, high ceilings, ability to close off space if needed)



## Community Event Request Form (cont.)

Approval can take up to 2 weeks

### Event Details

- Public Event
  - Free to attend
  - Fee to attend
- Private Event
  - Free to attend
  - Fee to attend

Event Description: (audience/age level reached, estimated attendance and purpose of event)  
Are there any other animal presenters attending this event? If so, please give a description of where they will be located in comparison to where the zoo will be for our vet approval.

### Event Program Fees:

- Pay in full (**Programs that start after 4pm or are on weekends will cost double**)
  - Base rate = \$100 and \$50 for each additional hour
  - Mileage fee of \$2 per mile traveled one way from the Zoo up to 100 miles
- Willing to trade program time for goods or services of equivalent value (trades must be approved by Education Director prior to approval)
- Other:

### Type of Request:

- Booth without animals
- Booth with animals
- Presentation
- Other: \_\_\_\_\_