



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.)

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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)

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: _____