

AUDUBON
ZOO
Lights

presented by



Private Party Booking Forms

Endangered Species Carousel

Private temperature controlled, animal themed party rooms located between the carousel and kids' playground.
Includes food and beverage, admissions to event, an illuminated souvenir and more.

Audubon Zoo Lights and its festive activities will be featured throughout zoo grounds. Entertainment includes story time, jazzy carols, New Orleans-style second line parade, local artists, ornament making, music and more.

Season's Greetings ~ \$650.00

Member Rate ~ \$550.00

Includes: Zoo Lights admissions (for up to 20 guests), glow in the dark keepsake, 2 pizzas (cheese or pepperoni), hot chocolate, unlimited lemonade and iced water, unlimited rides on carousel,
One holiday cookie per guest, and compostable service-ware.

Holiday Cheer ~ \$1065.00

Member Rate ~ \$865.00

Includes: Zoo Lights admissions (for up to 40 guests), glow in the dark keepsake, 4 pizzas (cheese or pepperoni), hot chocolate, unlimited lemonade and iced water, unlimited rides on carousel,
One holiday cookie per guest and compostable service-ware.

Zoo Lights runs from 5:30PM to 9:30PM

Available Party Times:

Friday – Sunday Evenings:

6:00PM to 8:00PM ~ 2 hour event

Additional Hour: \$200

6:00PM to 9:00PM ~ 3 hour event

Additional Guests \$15.00 per person

Additional Guests (Members) \$10.00 per person

(Plus 4.45% Sales Tax)

Food and Beverage

Additional Pizza-\$17.00 per pizza plus tax and service charge

Pepperoni or Cheese 16" pizzas must be ordered in advance

No outside food and beverage is allowed *except:*

Cake/cupcakes, finger sandwiches, fruit trays and vegetable trays

Ice cream and additional beverages are available for advance purchases from Audubon.



Audubon Nature Institute
Celebrating the Wonders of Nature



Zoo Lights Booking Form

Hosting Adults Name(s) _____

Mailing Address: _____

Phone1: _____ *please indicate: cell, work, or home.*

Phone2: _____ *please indicate: cell, work, or home.*

Email Address: _____

Event NAME: _____

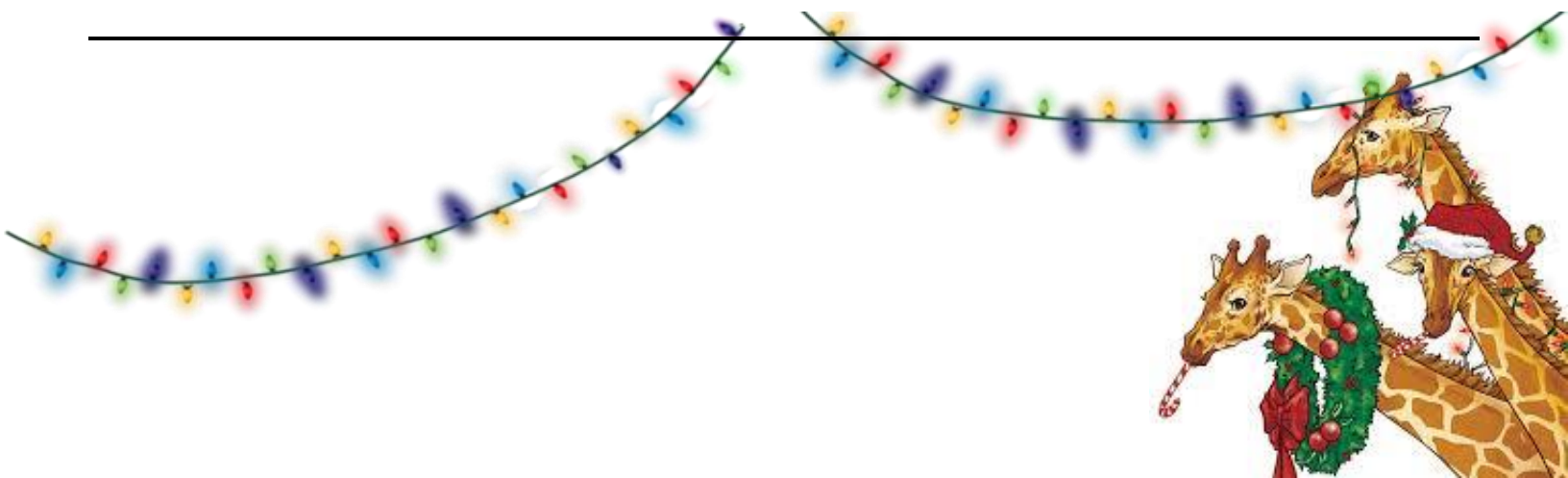
PARTY Date: _____

Are you an Audubon Nature Institute Member? _____

If you are a member, please provide your member number: _____

Have you had your party with us before? _____

Please take a moment to tell us how you heard about Audubon Zoo Lights Party Program:



Select Your Package

_____ Seasons Greetings ~ \$650.00 or _____ Seasons Greetings Members ~ \$550.00

Includes: Zoo Lights admissions (for up to 20 guests), glow in the dark keepsake, 2 pizzas (cheese or pepperoni), hot chocolate, unlimited lemonade and iced water, unlimited rides on carousel, One holiday cookie per guest, and compostable service-ware.

_____ Holiday Cheer ~ \$1065.00 or _____ Holiday Cheer Members ~ \$865.00

Includes: Zoo Lights admissions (for up to 40 guests), glow in the dark keepsake, 4 pizzas (cheese or pepperoni), hot chocolate, unlimited lemonade and iced water, unlimited rides on carousel, One holiday cookie per guest, and compostable service-ware.

Total Number of expected guests for party (children & adults): _____

(Please note: This number is used to gauge expected guest admittance.

Please estimate how many children and adult guests will be entering the zoo on the day of your event)

Audubon Extras:

Please select if you would like an estimate

_____ Face Painter _____ Character Appearance _____ Private Photographer

Food and Beverage

Please select the type and quantity of each pizza **included** in your Zoo Lights Celebration
2 Pizzas are included with the Season’s Greetings. 4 Pizzas are included with the Holiday Cheer.

_____ Cheese Pizza _____ Pepperoni Pizza

Additional Pizza Order

*Please enter quantity of **additional** pizzas for each
\$17.00 per pizza plus 10.20% tax and 23% service charge*

_____ Cheese Pizza _____ Pepperoni Pizza

Cake and/or cupcakes, finger sandwiches, vegetable and fruit trays ONLY are permitted.
No other outside food is allowed. ~ No outside ice cream is allowed. ~ No ice chests are allowed.
Any other food not on this list will have to be returned to the host’s vehicle.

Ice Cream

Please enter **quantity** for each menu item a minimum of 15 pieces required.

_____ **Ice Cream Novelties (minimums may vary)**

\$2.25 per Novelty

_____ **Ice Cream Cups**

\$1.50 per Cup

Beverages

Please enter the **quantity** for each menu item.

_____ **Soft Drinks & Bottled Water**

\$3.00 Each- Minimum of 15

_____ **Bloody Mary's**

\$56.00 per Pitcher

_____ **Coors and Coors Light**

\$3.00 Each/ Minimum of 12

_____ **Orange Juice**

\$20.00 per Carafe

_____ **Abita Amber and Heineken**

\$4.00 Each/ Minimum of 12

_____ **Cristalino Sparkling Wine**

\$25.00 per Bottle

_____ **Robert Mondavi Woodbridge Chardonnay and/or Merlot**

\$25.00 per Bottle

A La Carte Menu Selections

\$500.00 food and beverage minimum, before tax and service charge, required to order a la carte.

Cold Dishes

Please enter **quantity** of orders for each menu item.

_____ **Crawfish Remoulade Pasta Salad**

\$155.00 per 30 portions

_____ **Vegetable Tray with Herb Dip**

\$85.00 per Tray of 20 portions

_____ **Fresh Fruit with Chocolate Dip**

\$85.00 per Tray of 20 portions

_____ **Assorted Muffins**

\$21.00 per Dozen – Minimum 3 Dozen

Additional Beverages for a la Carte Parties ONLY

Please enter the **quantity** for each menu item.

_____ **Iced Coffee**

\$25.00 per Gallon – Minimum of 2 Gallons

_____ **Hot Coffee (Regular)**

\$25.00 per Gallon – Minimum of 2 Gallons

_____ **Ice Tea**

\$25.00 per Gallon – Minimum of 2 Gallons

_____ **Hot Coffee (Decaf)**

\$25.00 per Gallon – Minimum of 2 Gallons

Hot Dishes

Please enter **quantity** of orders for each menu item.

Mini Muffulettas

\$89.00 per Tray of 30

New Orleans Red Beans and Rice

with Andouille Sausage

\$165.00 per Pan of 30 Portions

Three Cheese Tortellini

Mozzarella, Provolone & Ricotta Rolled into

Mini Tortellini with an Arugula Basil Pesto

\$155.00 per Pan of 30 Portions

Pasta Primavera

Grilled Garden-Fresh Seasonal Vegetables Sautéed with

Bowtie Pasta in a Roasted Garlic Cream Sauce

or Spicy Marinara or Arugula Basil Pesto

\$155.00 per Pan of 30 Portions

Shrimp and Arugula Basil Pesto

Shrimp Sautéed with Penne Pasta

in an Arugula Basil Pesto Cream Sauce

\$155.00 per Pan of 30 Portions

Baked Mirliton with Tasso and Shrimp

Mirliton, a Much-loved Native Louisiana Vegetable, is

Similar to Eggplant- Mild in Flavor and Subtle in

Texture.

\$165.00 per Pan of 30 Portions

Shrimp Creole with Rice

\$165.00 per Pan of 30 Portions

Crawfish Etouffee with Rice

\$165.00 per Pan of 30 Portions

Shrimp Etouffee with Rice

\$165.00 per Pan of 30 Portions

Chicken and Sausage Jambalaya

\$165.00 per Pan of 30 Portions

Artichoke and Spinach Dip

Accompanied by a Variety of Toast Points

and Assorted Crackers

\$120.00 per Pan of 30 Portions

Crawfish Audubon Pasta

Seasoned Crawfish Sautéed with Butter, Garlic, Chives

and Heavy Cream Tossed with Penne Pasta

\$155.00 per Pan of 30 Portions

Pasta Atchafalaya

Chicken and Andouille Sausage

with Penne in a Tasso Cream Sauce

\$155.00 per Pan of 30 Portions

Pasta Jambalaya

Shrimp, Cajun Sausage, Roasted Chicken, Sautéed

Onions and Bell Peppers with Penne

\$155.00 per Pan of 30 Portions

Shrimp Provencal

Shrimp Sautéed with Bowtie Pasta, Fresh Tomatoes,

Garlic and Basil in an Italian Herb Olive Oil

\$155.00 per Pan of 30 Portions

Chicken Orleans

Boneless Roast Chicken Sautéed with a

Medley of Diced Creole Ham, Brabant Potatoes,

Green Onions and Mushrooms

\$180.00 per Pan of 30 Portions

French Fries

\$90.00 per Pan of 30 Portions

Fried Chicken Tenders with Honey Mustard Sauce

\$85.00 per Pan of 30 Pieces



Frequently Asked Questions

1. How far in advance should I book the gathering? What if it rains on my event date?

A minimum of 10 business days is required; however, advance booking is recommended. Audubon Zoo has a rain or shine policy.

2. Is there a deposit? If I cancel the party do I get my deposit refunded?

Upon booking a \$100 nonrefundable deposit is processed. This \$100 is put towards your party's final balance. If you need to change the date of your party, the deposit can be transferred if the party is moved 14 business days in advance.

3. Can I bring decorations to the room? Are balloons allowed?

Some decorations are allowed. Tabletop decorations are allowed, as well as small banners or posters, which can be taped to the doors or metal frames around the doors. Nothing is permitted to be attached to the walls, including banners and personal memorabilia. The rooms already have beautiful, hand-made, metal animal sculptures on all the walls. Please keep in mind that Audubon Zoo does not allow balloons, streamers, confetti, straws, or cup lids on zoo grounds.

4. Can I bring my own plates, napkins, etc.? Do I need to bring party favors?

Yes, you can bring your own plates, napkins and cups although we do provide you with plates, utensils, and cups. You can bring your own party favors. Also, Audubon Marketplace has a large selection of party favors and bags for your shopping convenience.

5. Where will guests check in? Will party guests who are members be able to utilize their membership?

All guests who are attending Audubon Zoo Lights Celebration will need to check in at booth #6. Everyone, including adults and any children 2 years old and up, will be required to wear a wristband to be in the celebration room. This will act as your admission ticket, allowing you to leave in and out of the Zoo if you so choose.

6. Will my party have a private Carousel during my party?

The carousel will remain open for general admission use and is available on a first come first serve basis.

7. Do we have to leave the room exactly when our time is up?

Yes. The rental period is for two hours. We will let you know when you have one hour left and then again when you have 15 minutes left in the room. However, you do have access to the entire Zoo until the event ends at 9:30PM.

AUDUBON ZOO LIGHTS GROUP CELEBRATION POLICIES

Zoo Lights Booking Policies:

- Parties **MUST** be booked **AT LEAST TWO WEEKS** in advance.
- Booking form is required to reserve a date. Reservation is not guaranteed until Credit Card Authorization Form is received and \$100 Nonrefundable Deposit is processed. Authorization Form and Deposit must be received within 48 hours of booking.
- Remaining balance is due at 2 weeks prior to the event. If you would like to use a different card or set up an appointment to pay cash, please contact us 2 weeks before your party.
- A la carte order, pizza selection and additional pizza order due at the time of booking.
- Final menu item changes and addition to order are due a minimum of 5 business days in advance.
- Party package is based on 20 participants for the Season's Greetings and 40 participants for the Holiday Cheer.
- Each additional guest (child or adult) is \$15 (\$10 for members).
- All guests will be required to check in at the booth #6 window to receive proper wristbands for the party/event.
- Both children and adults (zoo members and non-members) are to be counted as guests.
- Only credit cards are accepted within two weeks of your event.
- Parties may **NOT** be rescheduled, but room deposits may be transferred if notified at least 14 business days in advance.
- No refunds will be issued for parties canceled within thirty (30) days of the party date.
- Credit card is required to guarantee the event regardless of payment preference, i.e. gift certificates and cash.
- Any overages are due at the end of the event. This includes any additional guests, additional pizzas, etc. Only credit card or cash is accepted day of party.
- Audubon Zoo Lights Parties have a rain or shine policy.

Zoo Lights Party Policies:

- Host may arrive 15 minutes before party start time. Celebration rooms must be cleared of all personal property within 15 minutes of the party end time.
- Utility carts are available for use. A \$5 deposit or photo ID will be held to rent a cart.
- Utility carts may be checked out 30 minutes prior to and must be returned to booth #6 check in no later than 30 minutes after your party.
- All entertainment services (i.e. face painters, magicians, character appearances) must be booked through your Audubon Zoo Event Planner. If this policy is violated there will be a \$100 fee.
- All Food and Beverage is handled through Audubon Zoo Catering. Outside cake, finger sandwiches, vegetable and fruit trays **ONLY** are permitted. No other outside food is allowed. No outside ice cream is allowed.
- No ice chests are allowed.
- Any other outside food or beverage not on this list will have to be returned to the host's vehicle
- No balloons, streamers or confetti are allowed on zoo grounds.
- Endangered Species Carousel operates on a first come first serve basis and is not private to parties.

Client Signature and Date



Audubon Nature Institute
Celebrating the Wonders of Nature

6500 Magazine Street · New Orleans, LA 70118 · (504) 212-5443

Credit Card Authorization Form

Today's Date: _____

Name of the Function: _____

Date of the Function: _____

Audubon Nature Institute has been authorized by the credit cardholder to guarantee all additional charges incurred during said function. The final balance may be charged to this credit card once both client and Audubon have had an opportunity to review and agree upon these charges.

Client may opt to pay unpaid balances by cash or check if credit card usage is not desired.

If banquet charges have not been settled within two weeks after the event and there are no billing discrepancies that Audubon has been made aware of in writing, the remaining balance will be automatically charged to the credit card.

Type of Credit Card: *Visa MasterCard American Express* Discover*
(NOTE: When using American Express there is a 2% bank service fee for each transaction)

Credit Cardholder Name: _____

Credit Card Account Number: _____

Expiration Date: _____ Security Code: (back of card): _____

Billing Phone Number for Credit Card: _____

Billing Address for Credit Card: _____

Authorized Signature: _____

