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.
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) ___ Ice Cream Cups
$2.25 per Novelty $1.50 per Cup

Beverages
Please enter the quantity for each menu item.

___ Soft Drinks & Bottled Water ___ Bloody Mary’s
$3.00 Each / Minimum of 15 $56.00 per Pitcher

___ Coors and Coors Light ___ Orange Juice
$3.00 Each / Minimum of 12 $20.00 per Carafe

___ Abita Amber and Heineken ___ Cristalino Sparkling Wine
$4.00 Each / Minimum of 12 $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 ___ Vegetable Tray with Herb Dip
$155.00 per 30 portions $85.00 per Tray of 20 portions

___ Fresh Fruit with Chocolate Dip ___ Assorted Muffins
$85.00 per Tray of 20 portions $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 ___ Hot Coffee (Regular)
$25.00 per Gallon – Minimum of 2 Gallons $25.00 per Gallon – Minimum of 2 Gallons

___ Ice Tea ___ Hot Coffee (Decaf)
$25.00 per Gallon – Minimum of 2 Gallons $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 Sautééd 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 Sautééd 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, Sautééd
Onions and Bell Peppers with Penne
$155.00 per Pan of 30 Portions

____ Shrimp Provencal
Shrimp Sautééd 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 Sautééd 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 Greeting 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
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: ____________________________________________________________