

AUDUBON  
ZOO  
Lights  
presented by

Children's Hospital  
New Orleans LCMC Health



# Private Party Booking Forms

DECEMBER 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Private temperature controlled, animal themed party rooms are located between the Endangered Species Carousel and kids' playground. Packages include food and beverage as listed, admissions to Audubon Zoo Lights, and an illuminated souvenir.

**SEASON'S GREETINGS PACKAGE - \$690.00**  
**AUDUBON MEMBER RATE - \$615.00**

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

**HOLIDAY CHEER PACKAGE - \$1,065.00**  
**AUDUBON MEMBER RATE - \$990.00**

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

## ZOO LIGHTS

Open Select Evenings  
6:00 – 9:00 PM

## PARTY TIMES

Friday, Saturday, and Sunday Evenings  
6:00 – 8:00 PM (2-hour event)

Additional Hour - \$200.00  
6:00 – 9:00 PM (3-hour event)

## ADDITIONAL GUESTS

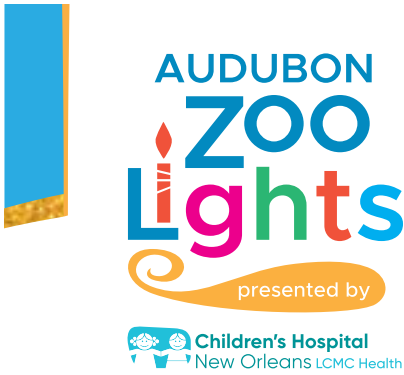
Additional Guests \$20.00 per person  
Additional Guests (Members) \$15.00 per person  
(Plus 4.45% Sales Tax)

## 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 and/or cupcakes.





# Audubon's Zoo Lights Private Party Carousel Booking Form

Hosting Adults Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Cell Work Home

Phone 2: \_\_\_\_\_ Cell Work Home

Email Address: \_\_\_\_\_

Event NAME: \_\_\_\_\_

Desired PARTY Date: \_\_\_\_\_

Are you an Audubon Nature Institute Member? YES NO

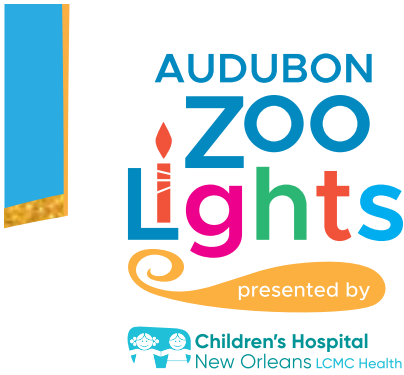
If you are a member, please provide your member number: \_\_\_\_\_

Have you had your party with us before? YES NO

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

\_\_\_\_\_

\_\_\_\_\_



## Select Your Carousel Package

Please note that all guests MUST arrive at latest thirty (30) minutes before your scheduled party ends

### SEASON'S GREETINGS PACKAGE

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

Non-Member \$690.00      Member \$615.00

### HOLIDAY CHEER PACKAGE

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

Non-Member \$1065.00      Member \$990.00

Total Number of Expected Guests for Party (Child & Adults) \_\_\_\_\_

Please note that this number is used to gauge expected guest admittance, please estimate how many children and adult guests will be entering the zoo on the evening of your event.

Audubon Extras Please select if you would like additional information

Face Painter (\$175/hour)      Character Appearance (Pricing varies)      Private Photographer (\$125/2 hours)

### Food & Beverages

Please select the type and quantity of each pizza included in your Audubon Zoo Lights Celebration:  
Two (2) pizzas are included with the Season's Greetings Package, four (4) pizzas are included with the Holiday Cheer Package.

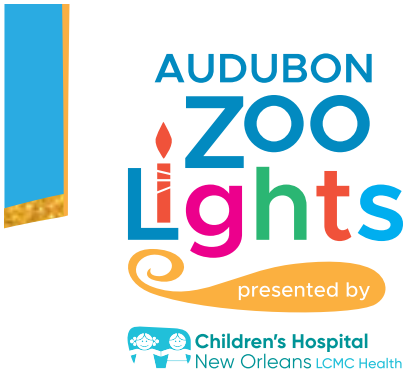
Cheese Pizza \_\_\_\_\_ Pepperoni Pizza \_\_\_\_\_

#### **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 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.*



## Additional Food & Beverages

### Ice Cream

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

Ice Cream Novelties \_\_\_\_\_ Ice Cream Cups \_\_\_\_\_  
 \$2.25/novelty (minimums may vary) \$1.50/cup

### Beverages

Please enter the quantity for each menu item.

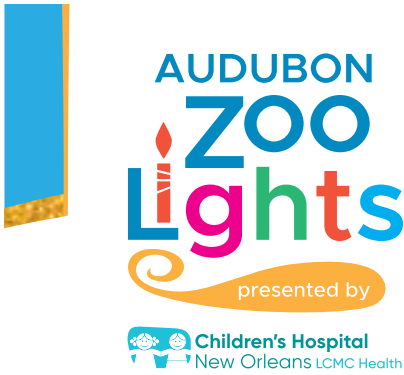
Soft Drinks _____ \$3.00/each (minimums 15)	Bloody Mary's _____ \$56.00/pitcher	Coors/Coors Light _____ \$3.00/each (minimum 12)	Abita Amber/Heineken _____ \$4.00/each (minimum 12)
Bottled Water in Aluminum Cans _____ \$4.00/each (minimums 12)	Cristalino Sparkling Wine _____ \$25.00/bottle	Trinity Oaks Chardonnay/Merlot _____ \$28.00/bottle	

### *Additional Beverages*

Please enter the quantity for each menu item.

Iced Coffee _____ \$25.00/gallon (min. 2 gall.)	Hot Coffee (Regular) _____ \$25.00/gallon (min. 2 gall.)	Hot Coffee (Decaf) _____ \$25.00/gallon (min. 2 gall.)	Iced Tea _____ \$25.00/gallon (min. 2 gall.)
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## A La Carte Menu Selections

Please note that a \$500.00 food and beverage minimum (before tax and service charge) is required to order a la carte.

### Cold Dishes

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

Crawfish Remoulade Pasta Salad \_\_\_\_\_ Vegetable Tray w/ Herb Dip \_\_\_\_\_  
 \$155.00/ 30 portions \$85.00/tray of 20 portions

Fresh Fruit w/ Chocolate Dip \_\_\_\_\_ Assorted Muffins \_\_\_\_\_  
 \$85.00/tray of 20 portions \$21.00/dozen (Minimum 3 Dozen)

### Hot Dishes

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

Mini Muffulettas \_\_\_\_\_ Chicken/Sausage Jambalaya \_\_\_\_\_ Artichoke & Spinach Dip \_\_\_\_\_  
 \$89.00/tray of 30 \$165.00/pan of 30 portions \$120.00/pan of 30 portions (includes toast points/crackers)

New Orleans Red Beans & Rice w/ Andouille Sausage \_\_\_\_\_ Shrimp Creole w/ Rice \_\_\_\_\_  
 \$165.00/pan of 30 portions \$165.00/ pan of 30 portions

Crawfish Etouffee w/Rice \_\_\_\_\_ Shrimp Etoufee w/ Rice \_\_\_\_\_ French Fries \_\_\_\_\_  
 \$165.00/ pan of 30 portions \$165.00/ pan of 30 portions \$90.00/ pan of 30 portions

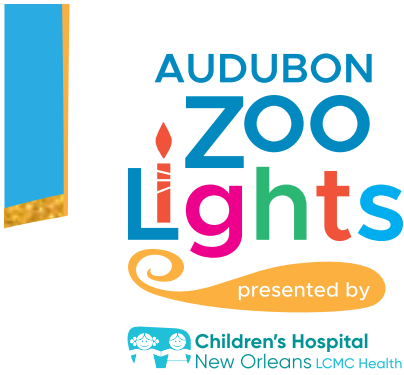
Three Cheese Tortellini \_\_\_\_\_ Crawfish Audubon Pasta \_\_\_\_\_  
 \$155.00/ pan of 30 portions \$155.00/ pan of 30 portions  
 Mozzarella, provolone, ricotta rolled into mini tortellini w/ an  
 arugula basil pesto Seasoned crawfish sautéed w/ butter, garlic, chives, and heavy  
 cream tossed w/ penne pasta

Pasta Primavera \_\_\_\_\_ Pasta Atchafalaya \_\_\_\_\_  
 \$155.00/ pan of 30 portions \$155.00/ pan of 30 portions  
 Grilled garden-fresh seasonal vegetables sautéed w/ bowtie pasta  
 in a roasted garlic cream sauce, or spicy marinara, or arugula  
 basil pesto sauce) Chicken & andouille sausage w/ penne in a tasso cream sauce

Shrimp & Arugula Basil Pesto \_\_\_\_\_ Pasta Jambalaya \_\_\_\_\_  
 \$155.00/ pan of 30 portions \$155.00/ pan of 30 portions  
 Shrimp sautéed w/ penne pasta in an arugula basil pesto cream  
 sauce) Shrimp, cajun sausage, roasted chicken, sautéed onions and bell  
 peppers w/ penne

Baked Mirliton w/ Tasso & Shrimp \_\_\_\_\_ Shrimp Provencal \_\_\_\_\_  
 \$165.00/ pan of 30 portions \$155.00/ pan of 30 portions  
 Mirliton, a much-loved native Louisiana vegetable, similar in  
 texture to eggplant, mild in flavor, subtle in texture) Shrimp, cajun sausage, roasted chicken, sautéed onions and bell  
 peppers w/ penne

Fried Chicken Tenders w/ Honey Mustard Sauce \_\_\_\_\_ Chicken Orleans \_\_\_\_\_  
 \$85.00/ pan of 30 portions \$180.00/ pan of 30 portions  
 Boneless roast chicken sautéed w/ a medley of diced creole ham,  
 brabant potatoes, green onions, mushrooms



## Audubon's Zoo Lights Group Celebration Policies

### Zoo Lights Booking Policies:

- Parties MUST be booked AT LEAST TWO (2) WEEKS in advance.
- Booking forms are required to reserve a date. Reservation is not guaranteed until Credit Card Authorization Form is received and \$100.00 Non-refundable, Non-transferable Deposit is processed. Authorization Form and Deposit must be received within forty-eight (48) hours of booking.
- Remaining balance is due at two (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 two (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 five (5) business days in advance.
- Party package is based on twenty (20) participants for the Season's Greetings and forty (40) participants for the Holiday Cheer.
- Each additional guest (child or adult) is \$20.00 (\$15.00 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 (2) weeks of your event.
- Parties may NOT be rescheduled.
- 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 that are due at the end of the event (this includes any additional guests, additional pizzas, etc.) will be processed day of party by credit card or cash only.
- Audubon Zoo Lights Parties have a rain or shine policy.

### Zoo Lights Party Policies:

- Host may arrive fifteen (15) minutes before party start time. Celebration rooms must be cleared of all personal property within fifteen (15) minutes of the party end time.
- Utility carts are available for use. A \$5.00 deposit or photo ID will be held to rent a utility cart.
- Utility carts may be checked out thirty (30) minutes prior to and must be returned to Booth #6 check in no later than thirty (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 \$100.00 fee.
- All Food and Beverage is handled through Audubon Zoo Catering. Outside cake and/or cupcakes 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, confetti, straws, or lids are allowed on zoo grounds.
- Endangered Species Carousel operates on a first come first serve basis and is not private to parties.

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Client Signature and Date





Audubon Nature Institute  
*Celebrating the Wonders of Nature*

6500 Magazine Street • New Orleans, LA 70118 • (504) 212-5420

## Credit Card Authorization Form

Today's Date: \_\_\_\_\_

Name of the Function: \_\_\_\_\_

Requested 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: \_\_\_\_\_