

CENTRAL FLORIDA



& BOTANICAL GARDENS

Wedding Guide





FEEDING RULES

- DO NOT LET CHILDREN FEED
- STAY BEHIND THE BARRIER
- FEED ONLY APPROVED PURCHASED GAZELLE FEED
- DO NOT PET OR MAKE FAST MOVEMENTS

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W E L C O M E

Hey there! Congrats on your engagement!

You're probably overwhelmed with all the wedding information out there, but don't worry - you're not alone. We are seasoned professionals who are here to help you on one of the biggest days of your life so you have beautiful memories for years and years to come.

Located in beautiful Sanford, Florida, the Central Florida Zoo & Botanical Gardens offers a unique space and energy to make it the perfect setting for a wedding. We are situated close to Orlando's main attractions and adjacent to I-4 for ease of travel and transportation.

By hosting your wedding at the Central Florida Zoo & Botanical Gardens, you are providing mission-driven support to our organization, ensuring that we create connections that inspire people to take action for wildlife.

The information in this planning guide is meant to help you through all of your venue-related questions so you can relax and get excited for your big day.

If you still have questions, don't hesitate to give us a call or send over an email!

We are here for you every step of the way.

events@centralfloridazoo.org

ph: 407.323.4450 ext. 136

SAFARI HALL

The Wayne M. Densch Discovery Center is home to our Safari Hall. This 3,400 square foot banquet hall perfect for any wedding.

Our Safari Hall is ideal for a beautiful reception. Whether you're expecting 25 guests or 150 guests, this space is perfect for an intimate setting.

Dimming lights, tables, and linens are set up by our event staff so that you can focus on having fun!



INSECT ZOO

Just Inside the lobby of the Wayne M. Densch Discovery Center, you'll find our Insect Zoo; with a hair-raising ambiance, your cocktail hour held here will be unforgettable.

GAZEBO COURTYARD

Attached to the Wayne M. Densch Discovery Center is our beautiful, covered porch, perfect for mingling or a hosted bar. Just past the porch you'll see our Gazebo Courtyard. This space is surrounded by lush, seasonal flowers and greenery, making it the ideal location for a wedding ceremony.



RENTAL COSTS

01.

Paradise Plus Package

\$4,500 +tax (Friday, Saturday, or Sunday)

\$4,000 +tax (Monday - Thursday)

Ceremony & Reception

Includes 2 separate dressing rooms on the wedding day.

02.

Paradise Package

\$3,800 + tax

Monday - Sunday

Reception Only

Celebrating with the Central Florida Zoo & Botanical Gardens should be fun!

Below are additional items to include in your wedding plans.

Private Animal Encounters - From \$85 to \$165 per animal



ALL WEDDING PACKAGES INCLUDE

- Entire Event Space - Safari Hall, Insect Zoo & Gazebo Courtyard.
- Event Furnishings
 - (15) 72" round reception tables
 - (300) black resin chairs for ceremony & reception
 - (15) 6' tables
 - (15) cocktail tables
 - Ivory or Black Linens
- Dedicated parking spot for the happy couple.
- One hour wedding rehearsal as available.
- Additional event staff dedicated to setting up and breaking down your wedding tables and chairs, directing your guests, security, and custodial care.
- Access to room layout software that clients and the caterer can use to view diagrams created by Event Staff.
- Access to the zoo for Wedding Party photos.

HOW TO RESERVE A DATE

- A 72-hour courtesy hold may be placed for an event date without a deposit.
- To confirm a rental, a non-refundable deposit in the amount of 25% of the rental fee and a signed rental agreement are required within two weeks after the contract is sent out.
- The remaining balance is due 21 days prior to the wedding date.
- If the event is booked less than 90 days out, a 75% deposit is required to book the event date.
- Cancellation of an event must be done via email through the Central Florida Zoo & Botanical Gardens Events Team. Cancellation will result in a loss of any money put toward reserving the event space.



EXCLUSIVE CATERING

All food and beverage will go through our exclusive onsite catering team the SSA Group.

Dinner Buffet Packages starting at \$32.00 per person

Bar Packages starting at \$15.00 per person

To inquire about packages and options, please contact Jason Brownell at jasonbrownell@thessagroup.com



YOU HAVE QUESTIONS

Q: Do you offer on-site coordination? If so, what services are included and is there an additional charge for them?

A: As the wedding date approaches we will introduce you to the event staff from our team who will be onsite the day of the wedding from beginning to end. The event staff is included in the facility rental. The event staff will

- Create room layouts of the ceremony, cocktail hour, and reception locations and share them with clients.
- Direct any additional set up crew in the placement of tables and chairs, and will direct vendors to their set up locations.
- Provide carts at the conclusion of the event for personal items. The client is required to load out all personal items at the conclusion of the wedding.

We ask that the DJ be responsible for moving the clients through all the special moments like the dances and cake cutting. The photographer will be responsible for moving the client throughout the building and lining up family members for desired photos. The SSA Group will be responsible for serving and clean-up of all food and beverage.

Q: How much assistance is available with the setup of décor items?

A: The client is responsible for providing all décor items such as a guest book, pens, champagne flutes, cake knife set, and any other décor items. If items are not provided, event staff will not be available on the day of to assist with getting these items into the venue space. The event staff will not be available to set out any décor. Please designate a vendor or friend to take care of set up and break down of these items. All décor needs to be broken down by the end of the evening.

Q: What is the wedding rental time?

A: The wedding rental time is from 2:00 p.m. to 10:00 p.m. Please note your rental time includes any time it takes you and your vendors to set up and break down any items brought in. Additional time before 2:00 p.m. can be added to the rental for \$150 per additional hour. Set up and break down of Central Florida Zoo furnishings will take place before and after your reserved time. Below is a sample timeline:

2:00 p.m. - 4:00 p.m. - Setup

4:30 p.m. - Ceremony

5:00 p.m. - Cocktail Hour

6:00 p.m. - Introductions, first dance and toast

6:30 p.m. - Dinner

7:30 p.m. - Dancing

9:00 p.m. - Send Off

9:00 p.m. - 10:00 p.m. - Clean up

WE HAVE ANSWERS

Q: What is needed to book a date? What is your cancellation policy?

A: To book a rental, a non-refundable deposit in the amount of 25% of the rental fee and a signed rental agreement are required within two weeks after the contract is sent out. Cancellation of an event must be done via email through the Central Florida Zoo & Botanical Gardens Events Team. Cancellation will result in a loss of any money put toward reserving the event space.

Q: What is your weather contingency plan for outdoor spaces?

A: Events are held rain or shine. In the case of inclement weather, the ceremony may be moved into the Insect Zoo, depending on the size of the wedding, but is not promised.

Q: What time is the earliest that I may arrive the day of?

A: The wedding party has access to the venue and dressing rooms no sooner than 2:00 p.m. unless additional time is added. Central Florida Zoo & Botanical Gardens event staff and facility will not be available for services including pictures, set up, vendor load in, item drop off, etc. until 2:00 p.m. on the wedding day.

Q: Do you have décor restrictions?

A: The use of helium balloons, glitter, confetti, release lanterns, open flame candles, sparklers, cold sparklers, loose moss, and fog or smoke-producing machines are strictly prohibited at the Central Florida Zoo & Botanical Gardens.

Q: Is there a noise ordinance at the Central Florida Zoo & Botanical Gardens?

A: It is up to the event staff's discretion for noise levels utilizing decibel numbers. We do not allow the use of subwoofers. There are nearby animals our team will be cautious of disturbing.

Q: Will there be any other events going on during my wedding?

A: Only one private event/wedding is scheduled in the event space. Although your event space is private and separate from the public, The Central Florida Zoo & Botanical Gardens is open to guests until 4:00 p.m.

Q: When do you need to know what type of animal encounter I would like?

A: Added private animal encounters will need to be determined at least one month prior to the wedding day.



C O N T A C T

3755 W Seminole Blvd. | Sanford, FL 32771

www.centralfloridazoo.org/weddings/

ph: 407.323.4450 ext. 136

events@centralfloridazoo.org