



# PRIVATE RENTAL GUIDE



# RENTAL PRICING

By hosting your event 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.

## Half Safari Hall

\$625 (4 hour rental)  
+ \$150 / additional hour

## Full Safari Hall

\$1,125 (4 hour rental)  
+ \$200 / additional hour

## Capacity

Seated Reception- 60  
Cocktail Reception- 100  
Theater Style- 80

## Capacity

Seated Reception...150  
Cocktail Reception....200  
Theater Style....160

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## Discovery Courtyard

Includes the use of the Porch,  
Courtyard, Gazebo, & Discovery  
Stage

\$900 (4 hour rental)  
+ \$175 / additional hour

## Capacity

Seated Reception- 60  
Cocktail Reception- 150

# ADD-ON SPACES

## **Insect Zoo**

Ideal for cocktail  
receptions, catering space,  
or check-in area

Accommodates an  
additional capacity of 75  
more guests .

\$250 (4 hour rental)  
+ \$100 / additional hour

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# DISCOVERY PACKAGE

Includes a full Safari  
Room rental + Insect  
Zoo spaces.

\$2,300 (4 hour rental)  
+ \$350 / per  
additional hour

## **Capacity**

Ideal for large parties  
(200- 300 guests)  
with catering.

# ADD-ON ACTIVITIES

- Zoo Admission (Available during zoo hours of 9:00 a.m. to 4:00 p.m.) Ages 3-12 are \$14.00pp. Ages 13+ are \$20.00 pp.
- Night Hike (Available after zoo hours of 4:00 p.m. to 9:00 p.m.)  
All ages are \$30.00 pp.
- Team Building Scavenger Hunt in the Zoo- \$5 per team
- Giraffe Feedings - Contact for information
- Private Animal Encounters - From \$85 to \$200 per animal.  
Contact for more information.

# ADD-ON RENTALS

- A/V Screen Projector - \$100
- Podium - \$50
- Stage & Skirting - \$400
- Specialty or colored linen-  
starting at \$15 per table
- Black Resin Chairs - \$2 per  
chair
- Yard Games- \$30 each, \$100  
for all (4)
  - Cornhole, Connect 4,  
Jenga, & Bucket Pong

# VENUE AMENITIES

- All rentals include equipment setup in the layout of your choosing:
  - 72" round reception tables seating 8 guests comfortably per table.
  - 6' tables
  - Cocktail tables
  - Black banquet chairs
    - *Black Resin Chairs available for an additional add-on cost*
- Black table linens included with setup
- Event Staff dedicated to ensuring your event runs smoothly, directing your guests, additional security, and custodial care.

# 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 7 days prior to the event date.
- If the event is booked less than 45 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.

# CATERING

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

Whether you would like a brunch, BBQ lunch, or buffet dinner, the SSA Group has options for any occasion!

To inquire about packages and options, please contact [catering@centralfloridazoo.org](mailto:catering@centralfloridazoo.org).



# FAQ'S

**Q: Do you offer on-site coordination? If so, what services are included and is there an additional charge for them? What will the event staff supervise day of?**

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

- Create room layouts of the venue space and share them with the clients.
- Direct any additional set-up crew in the placement of tables and chairs, and direct vendors to their set-up locations..
- 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 decor items?**

A: The client is responsible for providing all decor 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 team member to take care of set up and break down of these items. All décor needs to be broken down by the end of the event.

**Q: What is the rental time?**

A: The rental time starts at a 4 hour time frame with the ability to add on additional hours. Please note your selected rental time includes any time that it takes your group to set up and break down any items brought in. Set up and break down of Central Florida Zoo furnishings will take place before and after your reserved time. Please note all rentals can start at 8:00am and can go until 10:00pm.

**Q: Does my room rental include zoo admission?**

A: No. Zoo admission is available as an add-on service. If you want to include zoo admission for your guests, please let an event staff member know during the booking process. Please note the zoo is open from 9:00 a.m. to 4:00 p.m.

**Q: Do you include linens?**

A: Yes. Black linens are included in the rental package. Ivory linen rentals are available through the Central Florida Zoo & Botanical Gardens at a rate of \$8 per linen. Specialty linens available in a variety of colors through custom order starting at \$15/ linen.

**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, depending on the size of the event, additional indoor space may be used but is not promised.

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

A: You may arrive at the predetermined and agreed upon set up time. 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 the agreed upon time.

**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 event?**

A: Only one private event 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.



# CONTACT

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scan here for  
more information  
& to fill out an  
inquiry request