JOHN BALL ZOO
AFTER HOURS
2018 RENTAL GUIDELINES

CONTACT FACILITYRENTAL@JBZOO.ORG FOR MORE INFO
Rental Categories

**Weekday**
Monday through Friday
Fee: $4,000 plus $8.00 per guest that enters the Zoo
Private Zoo rental from 6:30pm-9:00pm

**Weekend**
Saturday and Sunday
Fee: $4,500 plus $8.00 per guest that enters the Zoo
Private Zoo rental from 6:30pm-9:00pm

**Additional Paid Experiences**
The following areas can be made available until 8:00pm with the associated fees. (2 weeks notice required)
*Minimums are required for guest sizes less than 500.*
*For groups of 500 or more, these areas may be open and available at individual guest expense.*

**Camel Rides:** ($6.00 / rider) minimum of 100 rides  $600.00 minimum
- Young riders may be required to have a paid adult accompany them.
- Riders may be paired with other riders.
- Able to accommodate 75 riders per hour.

**Zip Line Ride:** ($10.00 / rider) minimum of 50 rides  $500.00 minimum
- All riders must be at least 43 inches tall.
- Maximum weight capacity is 250 pounds.
- Minimum weight is approximately 65 pounds.
- Must wear closed-toe shoes. Closed-toe Crocs are available for rental for $1.00.
- Pockets must be empty-no loose objects such as cell phones or cameras.
- A liability waiver must be completed by each rider.
- Those under 18 years of age required to have an adult present for the waiver.
- Able to accommodate 40 riders per hour.

**Sky Trail** ($10.00 / rider) minimum of 50 rides  $500.00 minimum
- All Persons must be a minimum of 44 inches tall.
- All Persons must fit securely into the safety harness.
- All persons must weigh less than 300 pounds.
- Must wear closed-toe shoes. Closed-toe Crocs are available for rental for $1.00.
- Pockets must be empty-no loose objects such as cell phones or cameras.
- Able to accommodate 80 riders per hour.

**Idema Funicular Rides:** ($3-one way)  $300.00 minimum
- The attendant will load all cars.
- Wheelchairs and strollers are permitted.
- Closed container drinks permitted- No food allowed.
- Children must be accompanied by an adult.
- Able to accommodate 180 riders per hour one-way (360 riders per hour round trip)
*One of the following caterers must be used for all food service. Please visit the caterers' website for menus and pricing. Prices and services are subject to change at the discretion of the caterer.

*If you choose to work with an outside caterer, approval in advance, a walk through with the caterer, and a site use fee of $500 will be required.

**Applause Catering & Events**
3755 Broadmoor Ave. SE Suite C
Grand Rapids, MI 49512
(616) 940-0001
www.applause-catering.net

**The Catering Company**
1307 East Fulton Street
Grand Rapids, MI 49503
(616) 454-7475
www.tccogr.com

**Martha's Catering**
1122 Michigan St. NE
Grand Rapids, MI 49503
(616) 459-0116
www.cateringbymarthas.com

**Gilmore Catering**
20 Monroe Ave. NW
Grand Rapids, MI 49503
(616) 356-2627 X 116
www.gilmore-catering.com

**West Michigan Caterer**
3075 28th Street SW
Grandville, MI 49418
(616) 459-8150
www.westmichigancaterer.com
**Catering & Outside Vendors**

*The following preferred vendors are recommended but not required*

**Bakeries:**
Connie’s Cakes  
(616) 455-6214  
info@iloveconniescakes.com

**Musicians/DJ:**
Dream Productions DJ  
(616) 690-4663  
John@dreamproductionsdj.com

**Moments in Time DJ**  
(616) 334-3110  
info@mitdj.com

**WowFactorDJ**  
(616) 635-7551  
wowfactordj@yahoo.com

**Paradise Entertainment**  
(616) 322-4534  
paradiseentertainment@live.com

**JM Katz Entertainment**  
(269) 567-8026  
jmkatzentertainment@yahoo.com

**Transportation:**
Affordable Limousine  
(616) 299-1812  
affordablelimogr@yahoo.com

**Photographers:**
Details etc. Photography  
(616) 450-2084  
jessica@detailsetcphoto.com

Studio Phrene Photography  
(616) 322-3093  
phrene@phrene.com

Tiberius Images  
(616) 855-4079  
russ@tiberiusimages.com

Paradise Entertainment  
(616) 322-4534  
paradiseentertainment@live.com

**Photo Booths:**
Paradise Entertainment  
(616) 322-4534  
paradiseentertainment@live.com

**Fastbooth Photo Booth**  
(616) 406-9772  
info@fastbooth.com

**Moments in Time DJ**  
(616) 334-3110  
info@mitdj.com

**Tents, Tables, & Chairs:**
Alpine Rent All & Sales  
(616) 454-7712  
corey@alpinerentall.com

**Chair Covers & Linen:**
Sitting Pretty  
(616) 901-7316  
trisha@sittingprettymi.com

**Videographers:**
Inspiration Video  
(616) 901-6285  
inpirationvid@gmail.com

**Paradise Entertainment**  
(616) 322-4534  
paradiseentertainment@live.com

**Florists:**
Gumina’s Flowers  
(616) 247-3796  
guminasflowers@gmail.com

Events by I Candy  
(616) 245-0773  
hello@eventsbyicandy.com

**Fleurology Designs**  
(616) 676-7294  
fleurologydesigns@gmail.com
General Information

Begin the reservation process by contacting our Facility Rental Office at (616) 336-4314 or facilityrental@jbzoo.org

- Private zoo rentals are available for the John Ball Zoo in the months of mid-May, June, July, and August from 6:30 – 9:00 PM. Your guests may arrive earlier; however, the zoo is not exclusive to your group until 6:30 PM.
- All dates must be submitted for approval and will be confirmed within 2 weeks.
- This package includes the following animals, facilities, and services and is subject to change due to weather, lighting, and animal welfare:

**Animals:**
- Animal handlers mingle with guests while holding small animals (some may be touchable) and answering questions from 6:30-8:00pm.
- All animal exhibits will remain open until 8:00pm due to animal care protocol.
- The wallaby exhibit, Wild Way trail, and petting corral are open until 8:00pm.
- Budgie Aviary (with 200 feed sticks) open until 8:00pm.
- The Treasures of the Tropics, Aquarium, and Frog buildings open until 9:00pm.
- Waterfowl, eagle, and owl exhibits open until 9:00pm.

**Facilities:**
- The Waterfall located by the Budgie exhibit will remain on until 8:00pm.
- All public restrooms will remain open until 9:00pm.
- All public Zoo spaces will be available until 9:00pm.
- The Boardwalk Tent and Central Plaza Amphitheater are included with your rental.
- The Band Shell located outside of the zoo is included for food service. Additional tables/chairs may be rented through a contracted service.

**Services:**
- There will be event staff members available to assist you and your guests from 4:00-9:30pm.
- Trash removal is included in your rental.
- All set up shall be conducted in a manner that does not interfere with any general public activities of the John Ball Zoo.
- The John Ball Zoo shall have no liability of any sort with respect to the property brought onto the premises by the renter or the renter’s guests. All risk of loss with respect to any property shall remain with the renter. The John Ball Zoo is not responsible for injury sustained on the premises.
- The John Ball Zoo reserves the right to exclude rental to any group or individuals deemed to be inimical to, or a risk to, the John Ball Zoo property or interest. Groups with established behavior of damaging or littering property would constitute a risk justifying exclusion.
- The John Ball Zoo will not be liable for failure to perform this rental agreement as a result of strikes, fires, flood, failure of light, heat or air-conditioning or any cause beyond our reasonable control.
- All children under the age of 13 must be supervised by responsible adults at all times.
General Information

General
*All Zoo rides are given at the discretion of the ride operator.
*For all Rides and Experiences:
  • Medical participants must be in good health and physical condition. Not recommended for people with existing heart conditions, back or joint injuries, or women who are pregnant.
  • Weather experiences and animal exhibits are subject to close due to weather conditions at the discretion of Experience Management or Zoo Animal Staff.
  • John Ball Zoo staff has the right to refuse participation on/at Experiences or Rides as needed to ensure the safety of the rider(s), other Zoo visitors, staff and animals.

Entertainment Services
• All entertainment needs to be approved by Facility Rental Staff at least two weeks prior to the rental. They must provide their own equipment (sound equipment, speakers, amplifiers, microphones and extension cords).
• The John Ball Zoo is not responsible for equipment or other personal property that is left unattended.

Deposits and Payments
• 100% of the rental fee, a copy of liability insurance waiver, and signed contract are due within 30 days of receipt of contract.
• John Ball Zoo will provide wristbands for headcounts. Client is responsible for keeping an accurate headcount of all guests in attendance. Attendance numbers must be given to the Facility Rental Staff within 2 business days of your event. Client will be charged for wristbands not returned at the per guest fee rate.
• All admissions and experience fees will be invoiced post rental. Balance will be due 2 weeks post event.
• For cancellations 30 days or more before your rental date, 50% of your deposit will be forfeited.
• For cancellations within 30 days of your rental date, 100% of your deposit will be forfeited.
• If payments are not received by the due dates, John Ball Zoo reserves the right to cancel the reservation.
• John Ball Zoo cannot be responsible for cancellations of events due to “acts of God” or inclement weather.
• If an act of God or inclement weather occurs, your rental may be rescheduled within 6 months of the original date, pending availability. Outside vendor contracts are the renter’s responsibility to change.
General Information

Liability Insurance

For client protection, you must have a certificate of liability insurance on file. In the event of an injury/accident, this is insurance which protects all parties being named.

The following items must be on the certificate of liability insurance form:
1. Policy Effective Date
2. Policy Expiration Date
3. Insured Information including name, address, phone number
4. Agent Information including name, address, phone number
5. Name of Insurance Company (Insurer Information)
6. Policy Number
7. $1,000,000 Liability Coverage
8. $2,000,000 General Aggregate
9. County of Kent and John Ball Zoo listed as additional insured

To obtain a certificate of liability insurance, please go through your insurance provider; this can be your home owner’s insurance, auto insurance, or another insurance provider.

Kent County and our (John Ball Zoo) liability insurance carrier requires that all individuals or businesses who contract to rent our facilities must provide us with a certificate of liability insurance 30 days prior to the reservation date. Along with policy information, the certificate must include $1,000,000 liability coverage, $2,000,000 general aggregate and list Kent County and John Ball Zoo as additional insured. If policy is not on file within 30 days of rental, rental may be cancelled.

One reason that there should be insurance in place for all three parties (JBZ, Kent County, Renter) is that if something were to happen during your rental, for example, a severe injury requiring hospitalization and if the injured individual chooses to sue, he or she will go after all three of us. If you don’t have a policy in place, you will have to hire an attorney to represent you during the litigation process and if in the end you are found to be at fault, you will have to pay for court fees and damages personally, which both can be quite costly. But, if you have insurance in place, they would take care of attorney fees, court fees and any damages. It is basically protection for all parties.

If you are seeking less expensive coverage, we highly recommend www.wedsafe.com. They have policies you can purchase for your rental and the prices are quite reasonable with basic $1,000,000 liability coverage at a rate of $175.00 and if you want to add cancellation coverage, those rates start at $260.00.