

**Event:** \_\_\_\_\_ **Location:** \_\_\_\_\_  
**Day:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time: From :** \_\_\_\_\_ **am/pm** **To:** \_\_\_\_\_ **am/pm**  
[yyyy-mm-dd]

**Licensee (Group/Company) Name:**

\_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**Cell No.:** \_\_\_\_\_

**Fax No.:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**I would like to order the following for my event:**
**Gate Admission Tickets:**

General Admission (ages 13-64) \_\_\_\_\_

Seniors (ages 65+) \_\_\_\_\_

Children (4-12) \_\_\_\_\_

Children (3 &amp; under) \_\_\_\_\_

**Total Number** \_\_\_\_\_

**Other Tickets:**

Parking \_\_\_\_\_

Zoomobile Tour All Day Pass \_\_\_\_\_

Camel Rides \_\_\_\_\_

Pony Rides \_\_\_\_\_

Safari Simulator Ride \_\_\_\_\_

**Additional Paid Services:**

Face Painting \_\_\_\_\_

Temporary Tattoos \_\_\_\_\_

Touch Table \_\_\_\_\_

Animal Visitor \_\_\_\_\_

Buskers \_\_\_\_\_

Other \_\_\_\_\_

**Group Rates**

Group rates offered as follows: 15% off regular gate admission for groups of 20 - 299 people, 20% off regular gate admission for groups of 300 or more. Admission rates are subject to change without notice. Advance reservations for group tickets are required. The group discount cannot be combined with any other offer. Please Read Cancellation Policy (Page 2)

**Catering Arrangements:**

 On-site Caterer - Compass Canada: 

 External Caterer – (Please list details below):   
 (Fee of 15% of food and beverage cost is required to be remitted to Toronto Zoo along with a copy of the invoice)

**Name of Catering Company:** \_\_\_\_\_

\_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**Cell No.:** \_\_\_\_\_

**Fax No.:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**The Licensee shall pay to the Toronto Zoo for the use of the Site the following:**

The sum of \$\_\_\_\_\_ as a licence fee which represents 50% of the estimated cost as of the date of this Agreement, payable upon approval of the event by the Zoo. The Zoo will invoice the Licensee for the remaining balance within 30 days after the Event. Payment is due upon receipt.

**Licensee Insurance Required** Yes  No 
**AUTHORIZED SIGNING OFFICERS**

 \_\_\_\_\_  
 Licensee

 \_\_\_\_\_  
 Toronto Zoo Group Sales

## TERMS AND CONDITIONS

### Payment/Cancellation Policy:

1. The Toronto Zoo, hereinafter referred to as the "Zoo" shall, at any time prior to the commencement of the Event, have the right to cancel its permission to hold the Event at the Site. In the event of any such cancellation, prior to the commencement of the Event, the Zoo shall refund any monies paid to it by the Licensee in respect of the Event.
2. In the event that the Licensee notifies the Group Sales Office of the Zoo of its intent to cancel the event, in writing, more than 90 days prior to the date of the Event, the Licensee shall be entitled to a refund of the deposit paid. If the Licensee notifies Group Sales of its intent to cancel the Event, in writing, less than 90 days prior to the Event, the Licensee shall forfeit its deposit to the Zoo.
3. Forms of Payment: Cash, Company Cheque, Certified Cheque, Visa, Mastercard and American Express. Please make cheques payable to Toronto Zoo.

### Use Of Site:

4. The Licensee shall not use the Site for any purpose other than for the Event.
5. The Licensee shall strictly comply with the Zoo's by-laws, and the rules for the Event as set out in Appendix I attached hereto and forming part of this Agreement. The Licensee shall ensure that the event is carried out in an orderly and lawful fashion and that all of the Licensee's invitees conduct themselves in an orderly and lawful fashion.
6. The Licensee shall be solely responsible for all losses, costs, damages, and expenses of any kind whatsoever arising directly or indirectly from or incidental to the Event, except to the extent caused by the Zoo's willful misconduct or negligence.
7. The Licensee agrees to accept the Site in an "as is" condition on the date of the Event.
8. The Licensee shall, at its sole cost and expense, obtain any and all licences or permits required in relation to the Event, copies of which licences or permits shall be delivered to Group Sales at least 14 days prior to the Event.
9. The Licensee may make catering arrangements with the Zoo's food supplier, Compass Group Canada. In the event that the Licensee makes catering or other food supply arrangements with another caterer or supplier, the Licensee is responsible to ensure that the caterer/supplier remits to the Zoo the sum of 15% of the value of all catered or food services, along with a copy of the invoice, within 7 days after the Event.
10. Subject to the approval of the Zoo and any and all requirements of the *Liquor License Act*, and the Liquor Control Board of Ontario, including the obtaining of a Special Occasion Permit, the Caterer may serve and/or sell liquor and beer to attendees of the Event provided that any such service or sale takes place wholly on the Site and the consumption of the alcohol shall be restricted to the Site. Further, the Licensee shall be responsible for the conduct and safety of its attendees during the Event, and shall hold the Zoo harmless in respect thereof.

### Indemnification/Insurance:

11. The Licensee shall at all times save, defend, keep harmless and fully indemnify the Zoo, the City of Toronto, the Toronto and Region Conservation Authority, their servants, agents, employees, elected and appointed officials, invitees and contractors (hereinafter collectively referred to as the "Toronto Indemnites") from and against all actions, suits, claims, demands, losses, costs, charges, damages, and expenses of every nature and kind whatsoever, which the Toronto Indemnites or any of them shall or may bear, sustain, or be put to in relation, directly or indirectly to the Event or to the permission granted in this Agreement, except to the extent caused by the Zoo's willful misconduct or negligence.
12. The Licensee hereby releases and forever discharges the Toronto Indemnites from and all manner of claims, actions, suits, demands, losses, costs, charges, damages and expenses of any kind which the Licensee now or may ever have against the Toronto Indemnites in any way connected to the Event or the permission granted by this Agreement, except as specifically permitted in this Agreement.
13. The Zoo shall not be responsible for an inability to perform its obligations pursuant to this Agreement due to any cause beyond the reasonable control of the Zoo.
14. When the Licensee intends to bring in entertainers, rides, play equipment, etc., or when external products are provided for consumption by external caterers, food suppliers, etc., and/or in the case when more than 500 participants are expected to attend the event, the Licensee is required to secure, at its own expense, Public Liability Insurance (personal injury and property damage) in the amount of at least Two Million Dollars (\$2,000,000.00) which insurance shall name the Toronto Indemnites as additional named insureds; containing a cross-liability (severability of interest) clause. Evidence of insurance must be provided to Group Sales at least 14 days prior to the event.

### Additional Terms:

The Zoo and the Licensee agree to such other terms and conditions in relation to the Event as may be set out in Page 1 or Appendix "I" attached hereto and forming part of this Agreement.

**APPENDIX I**

**SITE RULES**

1. It is responsibility of the Licensee to ensure that immediately following the event the function space is clean and all garbage and disposable materials are handled in an appropriate manner. The Licensee is responsible to ensure the caterer removes all food items which are left-over from the event. Garbage is required to be placed in proper disposal bins and not left loose. Recyclables should be separated and placed in proper recycling bins. All cardboard should be folded and secured with string or stacked neatly in a box(s). Where in the opinion of the Zoo an excess amount of garbage and recyclable material is generated as a result of the function, the Licensee will be required to remove it personally or else a surcharge to the Licensee may be imposed. The Zoo only provides garbage and recycle containers at the function site.
2. The Licensee shall ensure that it does not obstruct or interfere with other persons attending at the Zoo.
3. Without the prior written approval of the Zoo, no loudspeaker, music or other sound system shall be used at the Site.
4. Smoking shall only be permitted in smoking areas designated by the Zoo.
5. Designated representatives of the Zoo shall have the right to attend upon and enter the Site at any time.
6. All equipment and other Zoo property at the Site shall not be moved except with the permission of the Zoo.
7. A detailed list of games/activities and/or give aways/prizes must be submitted in writing in advance for approval by Group Sales. Games requiring/involving projectiles of any nature (e.g. balls, water, bubbles, etc.) are prohibited.
8. The Licensee shall not put up any sign or other notice at the Zoo or the Site without the permission of the Zoo.
9. The Licensee shall not release or permit the release of balloons, confetti, rice or any other material or the use of whistles and bells during the Event. No drinking straws shall be allowed at the Site.
10. The Licensee shall not bring or permit any group members to bring any animals onto the Zoo site.
11. Requirements for vehicular access during the Zoo's operational hours must be submitted in writing in advance for approval and all vehicles on-site must be escorted by appointed Zoo staff.
12. The use of cooking ovens or burners inside any structure is prohibited. Only warming/cooking gel certified by the Environmental Choice program (carrying the EcoLogo) can be used where portable fuel is required.
13. Candles - battery operated type only in temporary structures.
14. The use of additional lighting, placement of any materials, decorations or fixtures of any type on any walls, ceilings and/or floors of any temporary or permanent structure on the Zoo site must be submitted in writing for approval prior to the event.
15. Entertainers/Entertainment. A detailed list must be sent in writing in advance of the event date for approval. Please note, mascots and entertainers dressed as clowns/animals, are restricted to main entrance gate, and corporate picnic areas.
16. Due to our exclusive supplier agreement, with the exception of coffee or tea, any beverages you offer must be a product of Coca-Cola.

**OTHER DETAILS OF THE EVENT**

Initials:

Licensee	
Toronto Zoo	