

**WATERFOWL LAKE PAVILION / LAKESIDE PAVILION
RENTAL GUIDELINES AND PROCEDURES
YOUR COPY**

- ◆ A deposit of 25% of the rental fee, plus a security deposit and the signed contract, is required within seven (7) business days of issuance of contract to hold the date. The balance is due 45 days before the event date. The deposit and final payment should be made payable to **The Maryland Zoo in Baltimore** and sent to the **Group Sales Office, Druid Hill Park, Baltimore, 21217. If the event is cancelled**, the Zoo will retain 100% of paid rental fees/event deposits while security deposit will be repaid to Renter.
- ◆ **The Maryland Zoo in Baltimore reserves the right to refuse any rental facility service based upon the nature of the event.**
- ◆ **Rental fees do not include Zoo admission, catering, rides, trams, other special event requests, and/or Zoo guest services.**
- ◆ Director of Sales must approve all activities, entertainment, and/or scheduled appearances. Music and dancing are permitted. Music cannot be too loud to disturb our animals and Zoo guests (during Zoo hours).
- ◆ Client must select caterer from approved caterers list only at least 90 days in advance of event. Caterer must be licensed and insured in the State of Maryland. If caterer is not on approved list, Zoo must approve caterer prior to being permitted to cater your event. Caterers not on the approved list will be required to pay a catering fee directly to The Maryland Zoo. Fee for picnic events is \$275 per caterer or food truck. Fee for weddings and evening events is \$475 per caterer or food truck.
- ◆ Any arrangements for rental and/or equipment deliveries must be made at least two weeks in advance. Deliveries should be scheduled between 9 am and 2 pm. on the event date, unless other arrangements have been made with the Director of Sales.
- ◆ **Event hours also include additional set-up and break-down periods.** Caterer is allowed only two and a half hours before event time to set up and one and a half hours maximum to break down after event ends. Following the event, all trash must be removed from premises.
- ◆ **The following will not be permitted on Zoo grounds:**
 - ◆ No pets permitted in the Zoo or any rental facilities.
 - ◆ No balloons, drinking straws, or glass containers are allowed on grounds.
 - ◆ No dumping ice or ice sculptures to melt on grounds.
 - ◆ Throwing rice, confetti, birdseed, flower petals, etc. is **strictly prohibited**. It is the responsibility of the client to communicate this policy to guests. A cleaning charge of \$500 will be charged should the above be thrown on Zoo premises.
 - ◆ No signs or directional markers shall be taped to any Zoo signs within Druid Hill Park.
 - ◆ No vehicles are permitted on grounds without the approval of Zoo staff. This is for the safety of our animals and guests, and to protect our beautifully landscaped grounds.
- ◆ **Drones:** Special arrangements need to be made before a drone can be flown over Zoo grounds.
- ◆ The Maryland Zoo is not responsible for equipment or materials brought in by outside vendors or guests, or loss or theft of property belonging to client, their guests, the caterer, its staff, or rental companies. All equipment and materials must be removed from The Maryland Zoo on the event date; otherwise, The Maryland Zoo will charge the client or vendor a \$500 clean up fee and/or estimate a breakdown fee.