



## ZOO ATLANTA GROUP LUNCH MENU

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**\$6.99 per person**

Order lunches during your next field trip or visit to the Zoo! Meals will be delivered to the Picnic Area located in the KID Zone at the specified times. Please request time preferred 11:00am, 11:30, 12:00pm, 12:30pm & 1:00pm. Please contact Catering department directly to reserve your delivery time. Delivery times are set up for one group lunch delivery per time slot.

Special Events at Zoo Atlanta requires a minimum of eight (8) meals per order for delivery. Orders must be received by Special Events fourteen (14) days in advance. Payments must be received by Special Events a minimum of seven (7) business days prior to your visit. We accept all major credit cards and checks. Personal checks require a credit card number on file.

**Please choose from the following menu options:**

**1. Pizza (Groups of 100 or more ordering pizza must be served before noon, and pizzas need to be ordered in increments of 8 slices)**

- Slice of Pizza, Choice of cheese or pepperoni
- Whole Fruit
- Cookie
- Bottled Water or Milk

**2. Assorted Sandwiches**

- Choice of Turkey, Ham or Peanut Butter & Jelly
- Whole Fruit
- Cookie
- Bottled Water or Milk

All orders are subject to an 8.9% sales tax

### Tax Exempt Organizations

**Only Georgia sales tax exemption certificates (ST-5 forms) will be accepted.** Tax Exempt certificate must be submitted with the group lunch order form or the order will be processed with sales tax.

Please note that seating in the picnic area is uncovered and available on a first come, first served basis. The picnic area can accommodate approximately 100 guests. Larger groups are encouraged to divide into smaller groups with a 30-minute gap between service times. Special events at Zoo Atlanta does not guarantee seating for your group even if a lunch order has been placed. The picnic area is the sole location that your group lunch will be delivered and consumed.

**Call 404-624-5995 or e-mail  
[specialevents@zooatlanta.org](mailto:specialevents@zooatlanta.org) to order your lunches  
today!**



# GROUP LUNCH – ORDER FORM

Please fill out and email as indicated below

Group Name \_\_\_\_\_ Group # \_\_\_\_\_

Contact \_\_\_\_\_ Date of Visit \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address, City, Zip \_\_\_\_\_

Day of Contact and Cell Number \_\_\_\_\_

Delivery Time: \_\_\_\_\_ Total Number of Lunches: \_\_\_\_\_

**Sandwiches: (sandwiches are served whole. 1ea per meal)**

Ham Sandwiches: \_\_\_\_\_  Turkey Sandwiches: \_\_\_\_\_

PB&J Sandwiches: \_\_\_\_\_

**Pizza: (Please enter the total number of slices needed; pizza must be ordered in increments of 8. Groups of 100 or more ordering pizza must be served before noon)**

Cheese Pizza: \_\_\_\_\_  Pepperoni Pizza: \_\_\_\_\_

**Beverages\*: (please select one beverage per meal ordered)**

Bottled Water: \_\_\_\_\_  Milk: \_\_\_\_\_

\*Additional beverages \$2.00 each plus tax

Please return the completed order form to Special Events at Zoo Atlanta at least (14) business days prior to your Zoo visit. Once your order is received by Special Events, you will receive confirmation and the catering invoice.

Orders can be emailed to [specialevents@zooatlanta.org](mailto:specialevents@zooatlanta.org). Please call 404-624-5995 if you have any questions.

VISA, MASTER CARD and AMERICAN EXPRESS accepted. Checks should be payable to Proof of the Pudding & mailed to 800 Cherokee Ave. Atlanta, GA 30315.



# ZOO ATLANTA GROUP LUNCHESES POLICIES AND PROCEDURES

Please sign and send to address or fax number indicated below

**Reservation and Deposit:**

Orders must be received by Special Events fourteen (14) days in advance. Once your order is received by Special Events, you will be sent a catering invoice.

All reservations require a credit card on file. The Special Events Credit Card Authorization form must be completed, signed and e-mailed.

**Final Payment & Guests Count:**

Final guest count is required **ten (10) business days** prior to the date of the lunch. This guarantee can be increased prior to your event, but not decreased. If the guarantee is not given, the guest count on the original contractual agreement will be used as the final guarantee. Food Services will not be rendered unless full payment is made seven (7) days prior to the event date.

Clients paying with a credit card should fill out the attached credit card authorization form

Phone: 404-624-5995

Mail to: Special Events at Zoo Atlanta, 800 Cherokee Avenue SE, Atlanta, GA 30315

**Cancellation or Date Change:**

In the event of SEVERE weather, your lunch location may need to be relocated. The decision to cancel or postpone the lunch must be made at least (2) days prior to the event date.

**Clean-up:**

At your meals conclusion, please place all trash in the receptacles provided. Failure to clean up will result in an additional clean-up fee of \$100.00.

**Food service:**

Food will be delivered at the scheduled time with **no exceptions**. There will be no refund for leftover food. Due to local health regulations and the liability that Special Events assumes, food or beverages may not be taken from Zoo grounds after it has been prepared and served. Please note that food will be delivered only and a food service attendant is not included with this package.

**Additional Zoo Atlanta Policies:**

Zoo Atlanta is a living museum and an educational institution, and the need for protection of its treasures is of primary importance. Zoo Atlanta reserves the right to refuse use of its venues to any prospective lessee, for any reason deemed appropriate at the Zoo's sole discretion. Zoo Atlanta reserves the right to expel any person(s) who fails to observe Zoo policies. Violations may result in termination of the event.

In consideration of the use of the facilities of Atlanta-Fulton County Zoo, Inc. ("Zoo Atlanta"), the undersigned entity does hereby agree to indemnify and save and hold harmless Zoo Atlanta and Special Events at Zoo Atlanta, its directors, officers, employees and agents from all claims, loss, damages, actions and expenses, including expenses of the defense thereof including attorney's fees, incurred or arising from any act or failure to act on the part of the undersigned, its officers, directors, employees, agents or invitees, resulting from the undersigned entity's use of the facilities which are the subject of this Agreement.

**I have read and agree to abide by the Zoo Atlanta Catering and Event Policies stated above.**

Zoo Atlanta Special Events      X      \_\_\_\_\_  
Client      Date



### Credit Card Authorization Form

We are delighted that you have selected us to host your event. Please provide all the information requested below as a form of payment for all event charges as outlined in your catering invoice (Food & Beverage, Miscellaneous Services, Charges and Taxes). A 2% Credit Card processing fee will be added.

#### Cardholder Information

Name as it appears on the credit card: \_\_\_\_\_

Card type:       Visa     MC     Amex     Discover

Account type:     Individual (personal credit card)  
                          Corporate card. Company Name: \_\_\_\_\_

Credit Card Account Number: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Cvc (3 digit code): \_\_\_\_\_ PO Number/ Customer Code (if applicable): \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax or alternate number: \_\_\_\_\_

Email address: \_\_\_\_\_ @ \_\_\_\_\_

Please use this card for the following: (Please check one)

- 50% Deposit Only       Payment in full       Venue rental payment of \$\_\_\_\_\_
- This credit card is for guarantee only.

#### Event Information

Name of Event: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Event Dates: \_\_\_\_\_

I certify that all information is complete and accurate. I hereby authorize **Proof of The Pudding at Zoo Atlanta** to collect payment for all authorized charges associated with this event by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above.

Cardholder name:			
Cardholder signature:		Date:	

\*Please be advised: In the event that Client does not submit full payment at least five business days in advance, the card on file will be charged.