

ZOO ATLANTA GROUP LUNCH MENU

\$8.50+ 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 <u>one</u> of the following menu options:

- 1. Pizza (Groups of 100 of more ordering pizza must be served before noon and pizzas
- 2. need to be ordered in increments of 8 slices)
- Slice of Pizza, Choice of cheese or pepperoni
- Whole Fruit
- Cookie
- Bottled Water or Milk

3. 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 business name noted on tax exempt form must match business name on check provided.

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.



GROUP LUNCH – ORDER FORM

Please fill out and email as indicated below
*Please note we can only offer one meal option – sandwiches OR pizza

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,	<u>1ea per meal</u>)
Ham Sandwiches:	Turkey Sandwiches:
PB&J Sandwiches:	
Pizza: (Please enter the total number of slice increments of 8. Groups of 100 or more order	<u> </u>
Cheese Pizza:	Pepperoni Pizza:
Beverages*: (please select one beverage pe	er meal ordered)
Bottled Water:	Milk:
*Additional beverages \$2.00 each plus tax	
•	o Special Events at Zoo Atlanta at least (14) your order is received by Special Events, you nvoice.
Orders can be emailed to specialevents@zo	poatlanta.org. Please call 404-624-5995 if you

have any questions.



ZOO ATLANTA GROUP LUNCHES 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 for the event total.

All reservations require a credit card on file. Please note use of credit card will incur a 3% fee for processing.

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. <u>Food Services will not be rendered unless full</u> payment is made seven (7) days prior to the event date.

Clients paying with a credit card should notify their Catering Sales Manager for further instruction

VISA, MASTER CARD and AMERICAN EXPRESS accepted. Checks should be payable to Proof of the Pudding & mailed to 1175 Chattahoochee Avenue NW, Building A, Atlanta, GA 3030

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.

	X	
Zoo Atlanta Special Events	Client	Date

