



GROUP LUNCH ORDER FORM

Order lunches during your next field trip or visit to the Zoo! | \$8.50+ per person

Meals will be delivered to the Picnic Area located in the KIDZone at the specified times.

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. All check payments must be received at least two (2) business days prior to the event. If that isn't possible given your booking timeframe, credit card must be used for payment.

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 Name: _____

Contact Name: _____ **Email:** _____

Phone: _____ **Date of Visit:** _____

Address: _____ **City:** _____ **Zip Code:** _____

Day of Contact and Cell Number: _____

Please request time preferred:

11 a.m. 12 p.m. 1 p.m.

11:30 a.m. 12:30 p.m.

Delivery times are set up for one group lunch delivery per time slot.



GROUP LUNCH MENU

Total Number of Lunches: _____

Please choose from one of the following menu options:

Meal options:

- 1. Pizza** (Please enter the total number of slices needed; pizza must be ordered in increments of eight slices. Groups of 100 or more ordering pizza must be served before Noon.)

O • Number of Slices of Pizza:

R Cheese _____ Pepperoni _____

- 2. Assorted Sandwiches** (Please enter the total number of each sandwich below. Sandwiches are served whole, one each per meal.)

Turkey _____ Ham _____ Peanut Butter & Jelly _____

Beverage options: (Please select one beverage per meal ordered.)

• Bottled Water: _____

• Juice: _____

Additional beverages \$2 each plus tax

Sides: (Each meal includes the items below and your selected beverages.)

• Whole Fruit

• Cookie

All orders are subject to an 8.9% sales 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 for your review. If all is approved, payment can be submitted to Proof of the Pudding via credit card or check. (Instructions to pay noted in Policies and Procedures.)

Orders can be emailed to specialevents@zooatlanta.org. Please call 404.624.5866 if you have any questions.



POLICIES AND PROCEDURES

Please complete, sign and send via email to specialevents@zooatlanta.org.

Reservation and Deposit:

Orders must be received by Special Events 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 payment in full two (2) business days prior to the event date. If your booking time frame doesn't allow for payment in advance by check, payment must be made via credit card. Please note, use of credit card will incur a 3% fee for processing.

Final Payment and Guest Count:

Final guest count is required 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 notify their Catering Sales Manager for further instruction.

VISA, MASTERCARD and AMERICAN EXPRESS accepted. Checks should be payable to Proof of the Pudding and mailed to Proof of the Pudding; ATTN: Amy Bush; 1175 Chattahoochee Avenue, N.W., Building A, Atlanta, GA 30318.

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 two (2) days prior to the event date.

Clean-up:

At your meal's conclusion, please place all trash in the receptacles provided. Failure to clean up will result in an additional clean-up fee of \$100.

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. A Proof of the Pudding team member will meet you at the picnic area at your drop off time to ensure you have everything on the order form. Once the order has been confirmed, the team member will leave you to enjoy the items.

A \$50 dropoff fee will apply to all orders.



POLICIES AND PROCEDURES CONTINUED

Additional Zoo Atlanta Policies:

Zoo Atlanta is home to a living animal population and is 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 _____