



Event Booking Form

Please return **completed** form to
events@ardastra.com

Primary Contact: _____ Contact Info: _____

Secondary Contact: _____ Contact Info: _____

Coordinator Name: _____ Contact info: _____

Date Requested: _____ # of Guests: _____ Start Time: _____

Each Ardastra Event Package includes the following:

- ◆ Exclusive space for 4 hours (inclusive of set-up and break down)
- ◆ Access to Gardens for photos
- ◆ Ardastra Host to welcome guests

Pricing (+VAT):

\$100/hr for events held between 10am and 3 pm daily

\$150/hr for events held between 4pm and 8pm daily

Location Selected:

Secret Garden

Pavilion

Event Add-ons:

Private Animal Presentation	\$20 per animal presentation
Animal Adoption for Guest of Honor	\$30, \$45 or \$60 per animal
Guided Tour (available between 10 AM – 3 PM only)	\$1 per person. Max. of 20

Booking is not confirmed until 50% deposit is received.

Cashless transactions (debit or credit card) are preferred and can be processed via telephone.

Cash and cheque payments are also accepted and can be arranged at the time of your booking.

For payment processing, please call (242) 323-5806.

By signing below, you are agreeing to our Event Guidelines on the second and third page.

Signed: _____

Date (mm/dd/yr): _____

ARD Office Use:

Total Payment Due: _____ Deposit Date and \$: _____ Balance Date and \$: _____

Rev. AUG 2022/CSS Check No: _____ Total Paid \$ _____

Event Guidelines

Congratulations!!

We're thrilled that you're considering celebrating your special day with us!!

Here are a few things to keep in mind:

Bookings & Deposits:

- ◆ Confirmation of event date and time is based on availability. Booking is not confirmed until 50% deposit is paid. Full payment is due **30 days prior** to the event.
- ◆ A **refundable cash security deposit of \$100** is required with the fee payment to cover any potential damage as a result of the event. The security deposit will be returned in cash to the contact person after all the guests have left and the facility is returned to pre-event condition. A receipt of deposit refund will be issued, and a signature will be required.

Cancellation & Refund Policy:

- ◆ 3 weeks prior to event = **75%** of funds returned
- ◆ 2 weeks prior to event = **50%** of funds returned
- ◆ 1 week prior to event = **25%** of funds returned
- ◆ Less than 1 week prior to event = **NO REFUND**

Decorations, Audio, Visual:

- ◆ Permanent attachment of any decor items (nails, tacks, wire or staples) is NOT permitted.
- ◆ All decorative and celebratory items must be pre-approved by Ardastra. Please note that confetti, fake flower petals, rice, seeds, straws, and balloons are NOT allowed for the safety and well-being of our animals.
- ◆ Ardastra must pre-approve all requests for music or audio to be used during your event. Once approved, only "light amplification" of music is permitted. Ardastra reserves the right to lower or discontinue music if deemed unacceptable.
- ◆ Ardastra does NOT allow candles or open flames. Smoking is NOT permitted.

Security:

- ◆ Ardastra does NOT accept responsibility for the damage or loss of personal items left on the grounds prior to, during or following your event.
- ◆ Ardastra does NOT provide security services as a part of your package unless requested. Feel free to contract a private security company of your choice for your event.

Event Guidelines cont'd

Other:

- ◆ All events have a **4-hour time limit which is inclusive of set-up and break down**. All
- ◆ participants must depart the property by 4:00 PM (if daytime event) or 8:30 PM (if evening event).
- ◆ Ardastra will NOT be held responsible in the event of a power failure or inclement weather.
- ◆ Please make any concerns/issues/complaints known to your assigned Host as they arise.
- ◆ Anyone found not complying with Ardastra's rules will be asked to leave **without** refund:
 - No climbing on safety barriers around habitats, waterways and wells
 - No chasing or teasing the animals
 - No picking of flowers or plant life
 - No littering
 - No running, screaming, fighting or foul language allowed
 - Please do not put fingers or foreign objects into animal habitats. All animals are wild and **they will bite**.

Failure to follow our Event Guidelines could result in the event being terminated without refund. Ardastra Gardens & Wildlife Conservation Centre reserves the right to terminate an event based on animal safety or public safety.

Do you have any questions? Contact us at events@ardastra.com or 323-5806.

Thank you for choosing Ardastra, we look forward to celebrating with you soon!!