



## Oregon Zoo Catering & Events Events at the Zoo

4001 Southwest Canyon Road  
Portland, Oregon 97221



A SERVICE OF METRO



# Welcome to the Zoo!

## Oregon Zoo Catering & Events

*A better future for wildlife...*

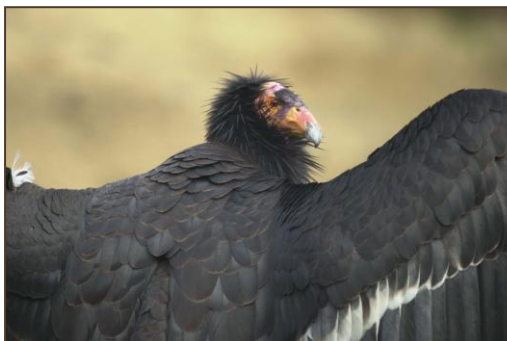
**The Oregon Zoo inspires the community to respect animals and take action on behalf of the natural world. We do this by creating engaging experiences and advancing the highest level of animal welfare, environmental literacy and conservation science.**

How does holding a private event support this mission?

The answer is simple, by holding your event at the zoo, you bring greater awareness to zoo initiatives and activities. Plus the revenue generated through catering and events supports the daily operation of the zoo and its programs. Including camps, classes and conservation projects, such as:

- 🐾 Oregon SilverSpot Butterfly Preservation
- 🐾 Western Pond Turtle Breeding
- 🐾 California Condor Recovery Efforts

More information on the zoo's conservation programs can be found [here](#).



Condors returned to Oregon after almost 100 years when six breeding pairs were brought to the Jonsson Center for Wildlife Conservation in Clackamas County in 2003. The 52-acre site is isolated; limited human contact maximizes the young condors' ability to thrive in the wild once they are released.

# Enrich Your Experience

## **Oregon Zoo Catering & Events**

*The natural place for your event...*

The Oregon Zoo provides a home to animals from all corners of the world. With a long history of presenting awe-inspiring opportunities to connect with amazing animals and nature on its 64 forested acres in the West Hills, the zoo also provides a great gathering space for its community members. The zoo encourages visitors to understand and experience the natural world with a goal to inspire action toward conservation and environmental sustainability. Committed to being a responsible community member with a positive economic impact on the region, the zoo's efforts around animal welfare, education, conservation, and sustainability are setting a positive example, and more importantly, are making a difference.

### *Zoo highlights*

- 🐾 Easy access by MAX light rail, minutes from downtown Portland
- 🐾 On-site event coordination and catering services
- 🐾 Personable staff with over 50 years of event experience
- 🐾 Unique and traditional event locations
- 🐾 Committed to sustainable and Earth-friendly operations
- 🐾 ...and, it IS a zoo around here

“Someone told me it’s all happening at the zoo.” – Paul Simon

# Explore the Options

## Oregon Zoo Catering & Events

### Events

Our professional event planners can meet all of your needs – from custom menus to music, from flowers to thematic décor. Simply tell us what you need and we'll make it happen without a hitch.

*There are many possibilities for your next event at the zoo...*

*Company Picnics | Meetings | Socials | Weddings | Fundraisers  
Special Occasions | Formal Affairs | Chef's Tour Dinners | And More!*

### Venues

The Oregon Zoo offers a full range of event venues from a Cascadian-themed indoor banquet facility to outdoor naturalistic spaces adjacent to some of our most popular exhibits.

Click the links below for more information on each space.

[Cascade Crest](#)

[Sunset Room](#)

[Tiger Plaza](#)

[Elephant Plaza](#)

[AfriCafe Terrace](#)

[Kalahari Room](#)

[Concert Lawn](#)

[Discovery Room](#)

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### For More Information

[On-line Event Inquiry](#)

[eMail](#) Us

Contact us at 503.220.2789

#### A Better Zoo

Thanks to funding from the bond passed by voters in 2008, an expanded [Asian elephant habitat](#) will support a richer social and family life for the zoo's elephants. The much larger exhibit will offer a variety of terrain, scratching surfaces, elephant controlled showers, pools for bathing and mud wallows to cool and protect skin.





# Venues to Discover

## Guide to Locations

Venue	Map Location	Square Feet	Banquet Capacity	Theater Capacity	Reception Capacity
<b><u>Cascade Crest</u></b>	1	8900	450	600	600
Vista Room		4900	250	350	350
Skyline Room		2100	100	175	150
<b><u>Sunset Room</u></b>	1	480	25	36	40
<b><u>Tiger Plaza</u></b>	2		500		700
<b><u>Elephant Plaza</u></b>	3		500		750
<b><u>AfriCafe Terrace</u></b>	4		100		150
<b><u>Kalahari Room</u></b>	5	2400	120	150	150
<b><u>Concert Lawn</u></b>	6		1000		2000
<b><u>Discovery Room</u></b>	7	550	35	50	65





# Venues to Discover

## **Cascade Crest Banquet Center**

### **Vista and Skyline**

The Cascade Crest Banquet Center reflects the spirit and ambiance of the Pacific Northwest. Conveniently located in our free entry plaza, the banquet center is the ideal space for meetings, dinners and more!

#### **Key Features**

- 🐾 Best for Groups of 50 to 450+
- 🐾 Easy Access to Main Gate, Parking and MAX Light Rail
- 🐾 Complimentary Wi-Fi
- 🐾 7,000 Square Foot Ballroom; 1900 Square Foot Lobby
- 🐾 Dividable Space: Vista 4900 square feet  
Skyline 2100 square feet

#### **Availability**

Year Round

Weekends: Flexible

Weekdays: Flexible

#### **Rates**

Daytime/Evening (day events generally end by 4:00PM)

<b>Room Rental</b>	<b><u>Full Center</u></b>	<b><u>Vista (2/3)</u></b>	<b><u>Skyline (1/3)</u></b>
Per 4 Hours Event Time	\$1,000/\$1,400	\$600/\$800	\$400/\$600
<b>Food &amp; Beverage Requirement</b>			
Sunday to Friday	\$3,000/\$5,000	\$2,250/\$4,500	\$ 750 /\$1,000
Saturday	\$5,000/\$7,000	\$3,500/\$5,500	\$1,500/\$2,000

**Or**

#### **Food & Beverage to Waive Room Rental**

Sunday to Friday	\$5,000/\$7,000	\$4,500/\$5,500	\$1,500/\$2,000
Saturday	\$8,000/\$10,000	\$5,000/\$7,000	\$2,500/\$4,500



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# Venues to Discover

## Sunset Room

The Sunset Room is a great spot for an office get-away or retreat for small groups. Conveniently located right inside the zoo's main gate, The Sunset Room offers a natural Cascadian ambiance, available Wi-Fi and easy access to MAX Light Rail.

### **Key Features**

- 🐾 Best for Groups of 25
- 🐾 Easy Access to Main Gate, Parking and MAX Light Rail
- 🐾 480 Square Feet
- 🐾 Complimentary Wi-Fi

### **Availability**

Year Round

Weekends: Flexible

Weekdays: Flexible

### **Rates**

Daytime/Evening (day events generally end by 4:00PM)

#### **Room Rental**

Per 2 Hours Event Time      \$150/200

#### **Food & Beverage Requirement**

Sunday to Friday      \$250/350

Saturday      \$250/400

**Or**

#### **Food & Beverage to Waive Room Rental**

Sunday to Friday      \$500/700

Saturday      \$500/800



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# Venues to Discover

## **Tiger Plaza**

Located with a prime view of the Amur Tiger exhibit and the zoo's famous Washington Park and Zoo Railway, this centrally located space has lots of room and easy access to the rest of the zoo.

### **Key Features**

- 🐾 Best for Groups of 100 to 500+
- 🐾 Approximately 20,000 Square Feet
- 🐾 Spacious Outdoor Area
- 🐾 Zoo Admission Required

### **Availability**

June through September

Weekends: 11am to 2pm  
3pm to 6pm

Weekdays: Flexible

### **Rates**

#### **Space Rental**

\$750 for 3 hours

#### **Food & Beverage Minimum**

\$3,500

*Or*

#### **Food & Beverage to Waive Space Rental**

\$7,000



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# Venues to Discover

## **Elephant Plaza**

A picturesque pachyderm place to plan a pleasant picnic! Located at the heart of the zoo and nestled between our concert lawn and the Asian Elephant exhibit, Elephant Plaza is a natural spot for daytime picnics and unique evening affairs.

### **Key Features**

- 🐾 Best for Groups of 50 to 500+
- 🐾 Approximately 20,000 Square Feet
- 🐾 Spacious Outdoor Area with Hardscape and Lawn Spaces
- 🐾 Zoo Admission Required

### **Availability**

May through September

Weekends: 11am to 2pm

3pm to 6pm

Weekdays: Flexible

### **Rates**

#### **Space Rental**

\$500 for 3 hours

#### **Food & Beverage Minimum**

\$2,500

*Or*

#### **Food & Beverage to Waive Space Rental**

\$5,000



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# Venues to Discover

## **AfriCafe Terrace**

This space puts you and your guests in the best seats in the house with a box seat view of the concert stage and lawn. Sit back and relax while enjoying the music and activities during the Sunset at the Zoo festival.

[Highlights from 2012 Sunset at the Zoo](#)

### **Key Features**

- 🐾 Best for Groups of 50 to 100
- 🐾 Approximately 2,200 Square Feet
- 🐾 Zoo Admission Required

### **Availability**

Select Wednesday 'Sunset at the Zoo' Nights  
July, August

### **Rates**

#### **Space Rental**

\$500 for 4 hours

#### **Food & Beverage Minimum**

\$1,500

*Or*

#### **Food & Beverage to Waive Space Rental**

\$3,000



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# Venues to Discover

## Kalahari Room

This banquet room is located between the zoo's most popular exhibits, Asian Elephants and Predators of the Serengeti. This space provides a comfortable atmosphere during [ZooLights](#) and Picnics while your guests enjoy the zoo.

### **Key Features**

- 🐾 Best for Groups of 50 to 100+
- 🐾 2400 Square Feet
- 🐾 Zoo Admission Required
- 🐾 Complimentary Wi-Fi

### **Availability**

Year Round

Weekends: Flexible

Weekdays: Flexible

### **Rates**

#### **Room Rental**

\$350 per 4 hours of event time

#### **Food & Beverage Minimum**

Sunday to Friday \$ 750

Saturday \$1,500

*Or*

#### **Food & Beverage to Waive Room Rental**

Sunday to Friday \$1,500

Saturday \$3,000



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# Venues to Discover

## **Concert Lawn**

The zoo's concert lawn is the ideal space to throw a party after hours at the zoo. Space includes the use of the patios and terrace of the AfriCafe to provide additional seating. Your entertainment will love to play from the main stage of the zoo's iconic Bandshell!

### **Key Features**

- 🐾 Best for Groups of 1000+
- 🐾 Approximately 35,000 Square Feet
- 🐾 Perfect for Evening Events Where Music is the Desired Focus
- 🐾 Beautiful Terraced Lawn Space with View of the Elephant Yard
- 🐾 Zoo Admission Required

### **Availability**

May through September

Weekends: 6pm to 10pm

Weekdays: 6pm to 10pm

### **Rates**

#### **Space Rental**

\$10,000

#### **Food & Beverage Minimum**

\$25,000

*Or*

#### **Food & Beverage to Waive Space Rental**

\$50,000



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# Venues to Discover

## **Discovery Room Predators Exhibit**

This unique space is perfect for an afterhours gathering with the 'King and Queen of the Beasts'. Ask our event planners about using the whole exhibit as well to throw the party of the year for your guests.

### **Key Features**

- 🐾 Best for Groups of 25 to 200
- 🐾 Unique, One of a Kind Venue
- 🐾 Indoor and Outdoor Spaces
- 🐾 Zoo Admission Required

### **Availability**

#### *Discovery Room*

Year Round  
Weekends: Flexible  
Weekdays: Flexible

#### *Predator's Exhibit*

Year Round  
Weekends: After-hours  
Weekdays: After-hours

### **Rates**

#### **Space Rental**

Discovery Room	\$ 350 per 4 hours of event time
Predators	\$1,500 per 4 hours of event time

#### **Food & Beverage Minimum**

Discovery Room	\$ 850
Predators	\$6,000

**Or**

#### **Food & Beverage to Waive Space Rental**

Discovery Room	\$ 1,200
Predators	\$10,000



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# Details

## Oregon Zoo Catering & Events

Our professional event coordinators specialize in guiding clients through planning, so you and your guests can enjoy your time here.

All revenue generated from catered events assist in funding the daily operation of the Zoo. We strive to use products that support sustainable and local food sources.

### **Letter of Agreement, Deposit & Cancellations**

To confirm an event, a Letter of Agreement will be sent to you. It will detail the deposit and payment requirements as well as date, time and area to be reserved. The signed letter and a non-refundable deposit are required to confirm your event. A second non-refundable deposit due 14 days prior to the event may also be required. All deposits will be deducted from the final balance. If the event is cancelled for any reason, all deposits will be forfeited. If a client cancels within seven (7) days of the event, the client will be responsible for the total costs of the event based on the original estimated guest count.

### **Guarantee**

Your confirmed guest count is due 14 days prior to your event. Your confirmed guest count will be considered a minimum guarantee and is not subject to reduction. If your actual count is higher than the original confirmed count, you will be billed for the actual count. If the Catering Department is not notified of your confirmed count by the established 14-day notification period, the original estimated figure automatically becomes the guarantee.

### **Event Timelines**

Timelines vary depending upon the location and requirements; though generally conclude by 10 pm. Events running longer than the established time frame are subject to additional per hour fees. Clients may have access to event spaces one to two hours prior to guest arrival for load-in/setup and one hour for load-out/vendor departure. If you have a special request regarding a timeline, please discuss it with your coordinator.

### **Zoo Admission**

The Cascade Crest Banquet Center is located in the Zoo's free entry plaza. If your event is held only in the banquet center and does not include a zoo experience, zoo admission is not required. All other catering sites require zoo admission for all attendees. Discounts are available for groups of 20 or more paid tickets.



# Details

## Oregon Zoo Catering & Events

### **Parking & Westside Light Rail**

Beginning in spring of 2013, Portland Parks & Recreation will be installing parking pay stations in the lots that serve the Oregon Zoo. Rates will be \$1.60 per hour with a daily maximum of \$6.40 during peak season (Memorial Day through Labor Day) and \$4.00 the rest of the year. ***Parking is first-come-first-served and finding a space may be challenging on days when zoo attendance is high.*** The easiest access to the zoo is on TriMet MAX light rail. The Washington Park Station is only 50 yards from the entrance to the zoo. For more information on planning your transportation, please visit the zoo's website.

<http://www.oregonzoo.org/visit/plan-your-trip/getting-zoo-and-parking>

### **Room Rental Rates/ Food & Beverage Minimums**

Only beverages and food that you host apply towards the food & beverage minimum. Room fees can be waived for events that meet a certain food and beverage minimum for the specific space.

Oregon Zoo Catering is the exclusive caterer at the Zoo. **No outside food or beverage is allowed.**

Events may be reassigned to a more appropriate room/site based upon (but not limited to): final guest count, weather, construction/exhibit impacts, animal welfare, etc. Any changes would be coordinated with the client and are made in the best interests of all parties involved.

### **Food, Beverages & Service Charge**

The Oregon Zoo does not allow any food or beverage to be brought onto or removed from zoo grounds. Customized menus can be arranged. Special dietary restrictions will be accommodated and must be arranged within 14 days of the event (not to exceed 5% of your confirmed count). Menu selections need to be finalized at least three weeks prior to your event. Menu prices are based on a minimum guest count (see menus for details). Price adjustments will be made for groups whose guest count is below this number. A service charge of 18% will be applied to the food and hosted beverage portion of your bill.

### **Alcoholic Beverages**

The Oregon Zoo's Alcohol Policy requires that food be available when alcohol is served. Per bar set-up fees include an OLCC licensed bartender and up to 3 ½ hours of service. Hard alcohol is available only in the Cascade Crest Banquet Center. Bars for your event can be set-up as hosted, partially hosted or no-host. The zoo promotes alcohol awareness and social responsibility. We reserve the right to refuse service when we deem it appropriate. Any alcohol brought onto zoo grounds without prior approval from the Catering Department will be confiscated and destroyed. All alcohol brought onto the zoo grounds must be checked in and out at the zoo's warehouse.

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# Details

## Oregon Zoo Catering & Events

### **Smoking Policy**

The zoo is a tobacco-free facility. Smoking and use of other similar products are not allowed on zoo grounds.

### **Deliveries, Load-in & Set-up**

Arrangements for events that require load-in or set-up must be made in advance and approved by a catering coordinator. Access to your event site starts one to two hours prior to guest arrival and ends one hour after guest departure. If access prior to this time is needed, additional load-in charges may apply. Please provide a detailed list of all vendor contacts that will be a part of the event.

### **Displays, Decorations & Personal Property**

All displays, decorations and give-a-way items proposed by clients are subject to the approval of the Catering Department. Arrangements must be made with your catering coordinator prior to the function.

Please be aware of the following restrictions:

- 🐾 Balloons are only allowed in the Cascade Crest Banquet Facility and may not leave the room once inside.
- 🐾 No balls, Frisbees or other items meant to be tossed or thrown
- 🐾 Confetti limited to indoor tabletops only
- 🐾 Removable mounting squares may be used
- 🐾 No staples, tacks, tape can to be used to affix any materials to non-tack able walls
- 🐾 No glitter or shredded Mylar streamers
- 🐾 Objects may not be suspended from the ceiling
- 🐾 No fog/haze machines

Additional charges will apply for extra cleaning required, damage done to zoo property or any missing items.

Property of the client and their guests brought to or left at the zoo is the responsibility of the client. The Oregon Zoo will not be liable for any loss or damage to any such property for any reason.