



## GROUP LEADER CONTRACT

We look forward to having your group spend the night with us at the Riverbanks Zoo and Garden. Please read this document carefully and share relevant information with your group before you arrive.

### THINGS TO KNOW:

- Riverbanks Zoo and Garden requires one adult chaperone for every 10 children. Chaperones must be 21 years of age or older. Chaperones are responsible for helping the instructors manage the group and are required to stay with the children for all activities.
- Each chaperone must read, sign and bring the Chaperone Contract to the overnight.
- Please arrive at Riverbanks Zoo and Garden at 6:00pm on the night of your scheduled overnight. Please refer to your confirmation packet for exact arrival location and instructions for your program.
- Group leaders will receive a final payment email reminder 3 weeks prior to your scheduled program date confirming your arrival time, parking/entrance information, and instructors names.
- We recommend packing light as you will carry your items a short distance to and from the area you will be sleeping in the park. Please mark all items with names to avoid mix-ups when preparing to leave.
- All participants must be at least five years old. Younger siblings are not permitted for any portion of the program.
- Our sleeping areas can only accommodate a limited number of people. A minimum of 25 paying participants is required for all overnight programs. Maximum capacity is dependent on the program scheduled. If you arrive with more than the maximum capacity we will not be able to accommodate your added guests. We can accommodate the following number of people for each program:
  - **80 = Nature's Night Owls**
  - **40 = Coastal Close-up, Riverbanks Camp Out**
- Riverbanks Zoo and Garden is a tobacco free facility. For the safety and enjoyment of our visitors, staff, and animals, smoking is not allowed anywhere onsite (this includes e-cigarettes). Please plan accordingly with patches or other needs to accommodate this. Overnight instructors are not able to escort guests out of the park for smoking breaks during the overnight program.
- If you need first aid assistance during the overnight notify the Overnight Instructor.
- Overnights include dinner, a light snack in the evening and a continental breakfast with juice and coffee. Outside food and drinks are restricted to guests with special dietary needs. If anyone in your group has any dietary concerns it is their responsibility to bring their own food and to notify the Overnight Instructor.



### THINGS TO BRING:

- Signed Release Waiver for each participant
- Signed Chaperone Contract for each chaperone/adult
- Sleeping bag, pillow and sleeping pad (small air mattresses are restricted to adult use)
- Toiletries
- Comfortable walking shoes
- Modest pajamas
- Water bottle
- Change of Clothes
- Appropriate outer wear
- Camera (optional)
- Bug Spray (optional)
- Flashlight for adults only

### THINGS WE DO NOT PERMIT:

- Running
- Climbing on fences, rocks
- Yelling
- Picking of flowers or plants
- Additional food or snacks (except special diets)
- Weapons
- Chewing Gum
- Tobacco or Alcohol
- Electronic devices (music players, game players)

### PAYMENT and DEADLINES:

At time of registration, please:

- Family on Safari Overnights require payment on-line at the time of registration.
- Private Group Overnights will be charged a \$500 deposit at the time of registration. This deposit will be deducted from the final balance. The signed Group Leader contract must be submitted via email for a date to be reserved. **Please note, if a deposit and group leader contract is not received, your date is not reserved.**

Ten days prior to your overnight event:

- Submit your order for "I SURVIVED THE NIGHT AT RIVERBANKS ZOO" glow-in-the dark black T-shirts (\$15 each) or specially designed Riverbanks logo patch (\$5 each).
- Make your final payment (full amount minus the \$500 deposit) including patches and t-shirts. Pay by credit card at 803-602-0803, Monday thru Friday 9:00 a.m. to 1:00 p.m.
- Email the participant roster to [education@riverbanks.org](mailto:education@riverbanks.org). We need this list ten days prior to your overnight so we can confirm food and staffing sufficient for your group. After this deadline, no additional participants may be added to your group total and no refunds will be issued.
- Riverbanks Zoo reserves the right to cancel any scheduled overnight if final payment and roster is not received by this deadline.

On the evening of your overnight:

- Bring signed Chaperone Contracts for EACH adult and completed waivers for EACH participant (downloadable off our website and attached to your email confirmation).



**CANCELLATION AND REFUND POLICY:**

- Cancellation requests must be made at least three weeks before your scheduled overnight date to receive a refund of your deposit. Requests must be submitted in writing at [education@riverbanks.org](mailto:education@riverbanks.org). Riverbanks Zoo and Garden will retain a 10% processing fee. Deposits are non-refundable and non-transferable should the group cancel or need to change a date within three weeks of the scheduled overnight.
- All Private Group Overnights must meet and/or pay for the minimum 25 participants. Refunds will not be provided for individuals who do not show up for the event.
- In the rare event that Riverbanks Zoo and Garden must cancel the scheduled event, all deposits or money received will be reimbursed or an option to reschedule will be provided. Notification of cancellation will be provided at least ten days prior to the scheduled event (unless weather-related). Riverbanks Zoo and Garden is not liable for any other expenses that the guest may have incurred in the preparation and execution of the event.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Group Name:** \_\_\_\_\_ **Overnight Date:** \_\_\_\_\_