

**Manitowoc Parks and Recreation Division**

**Zoo Education Building Request Form/ Tour Request**

Individuals/Groups/Organizations requesting consideration for use of the Education Building must fill out this form completely, at least 30 days in advance of the event.

Fees: \$30.00 - ½ hour tour or program with Zoo Keeper

\$50.00 – ½ hour tour or program with Zoo keeper and 2 hour use of Education Building

Name of Individual/Group or Organization \_\_\_\_\_

Name of Person Responsible \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Time \_\_\_\_\_

Area Requested \_\_\_\_\_

Number of expected participants \_\_\_\_\_

Equipment Requested \_\_\_\_\_

State Purpose of the Request \_\_\_\_\_

Group Status:

Service Group \_\_\_\_\_ Club or Organization \_\_\_\_\_

Government \_\_\_\_\_ Other: \_\_\_\_\_

Will money be collected for your event? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes – Please explain what revenue will be used for \_\_\_\_\_

*Provisions: The organization, by the signature of the undersigned, agrees to indemnify and hold harmless the City of Manitowoc for any and all damages, claims or personal injury claims occurring during the term of the contract. If is further agreed that all property of any kind brought on the premises shall be at the sole risk of the organization and the City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. The organization agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title