



Organization Registration

(Includes day camps, church groups, daycares, and adult care facilities)

Date of Organization Trip _____

Rain Date (if applicable) _____

Organization Name _____

Contact Name _____

Address _____

City, State & Zip _____

Phone (w/ area code) _____

Fax _____

Email _____

Estimated Arrival Time _____

Estimated Departure Time _____

Children (ages 3-18) _____

Adults (ages 19+) _____

Train Tickets _____

Carousel Tickets _____

Train and Carousel tickets are \$3.00 per ticket for Organization Trips.

Babies (ages 0-2) (doesn't count toward paid admissions) _____

Zoo Members (all ages) (doesn't count toward paid admissions) _____

Organization Trip Registration Directions:

1. Fax this completed form to the Potawatomi Zoo at 574-235-9080.
2. Upon receipt of your Trip Registration Form, the Potawatomi Zoo will fax or email you a confirmation. **This confirmation must be brought in on the day of your trip to receive the group rate. Zoo Members and children 2 and under don't count toward paid admissions.**
3. **To rent the Picnic Grove, call 574-235-7667. To arrange for Catering through the Zoo, please call 574-235-5515.**
4. Questions? Contact the Guest Service Assistant Manager Kelsey at 574-235-7620 or email kdepaepe@potawatomizoo.org.

Organization Trip Information

Organization Trip Admission Rate:

You must have an organization group of **30 or more paid admissions (excluding Zoo Members and babies)** to receive the Organization Trip group rate. To receive the Organization Trip group rates, a completed registration form must be faxed to the Zoo, and the organization must receive confirmation.

Adults (19+)	\$7.50
Children (3-18)	\$6.50

Rates are subject to change.

To receive the group rate, payment must be submitted in one method of payment. The Zoo will no longer allow additional guests to pay the group rate separately at the entrance.

Registering Your Organization Trip:

- Fax the completed Organization Group Trip Registration Form to (574) 235-9080.
- After receiving your registration, the Zoo will send you a confirmation.
- On the day of your trip, bring the bottom portion of the confirmation form with you to receive the group rate. On the confirmation form is a section you can fill out on the day of your trip with the number of children and adults in your party, which should be given to the Admissions Cashier upon entering the Zoo.
- You can pay for your Potawatomi Zoo Trip using cash, check, or credit card.

Entering With Your Group:

One representative should present the total number of Adults and Children (**excluding Zoo Members**) in your group with payment. Exact payment is appreciated and will expedite your entrance to the Zoo. If you have registered for an Education program, remember to submit your statement stub with your payment.

If anyone in your group is using a Potawatomi Zoological Society Membership, the admissions staff will need to see membership cards and photo identification at the entrance. If a child is using the family's membership without the primary member in attendance, please bring a copy the card along with the primary card holder's identification and submit the copy with your payment.

Parking:

Bus parking is no longer available in the main parking lot.

Buses may park in Kid's Kingdom parking lot, on Wall Street, or on Greenlawn Avenue. Groups may unload at the Zoo entrance curb, but please be respectful of other buses waiting to unload and other Zoo visitors using the parking lot or sidewalks.

Food/ Picnic Grove:

No food may be brought into the Zoo.

- If you bring sack lunches, there are picnic tables located outside of the Zoo in Potawatomi Park (across the parking lot). Please prepare to store your own lunches until you plan on eating.
- The Congo Café, located on Zoo grounds, offers a variety of food and meal options. It is also available for catering. You can call (574) 235-5515 for more information.
- If you want to rent the Picnic Grove, please contact the Events assistant at 574-235-7667.

Education:

During your group trip, you may opt to schedule a 30-minute animal program offered by the Education Department. During your program, you will meet and learn about 2-4 different animals. Each program is \$40.00 and is generally limited to 35 people. Other arrangements can be made.

For more information or to schedule a program, contact Education at (574) 235-7621 or email education@potawatomizoo.org.

Souvenirs:

The Zoo Gift Shop offers a variety of souvenirs to remember your day at the zoo. Merchandise prices range from 50¢ and up. Gift bags may be purchased and picked up in the Zoo's main office. For safety, the number of people in the Gift Shop may be limited.

Please call (574) 235-5615 for more information.

Rules:

During your trip at Potawatomi Zoo, you are visiting the animals' homes, so please be respectful and follow these rules (full rules and photo policy can be found online at www.potawatomizoo.org/zoo-rules):

- Stay on all public pathways.
- There is no smoking or vaping allowed inside the Zoo.
- Balloons are not allowed inside the Zoo.
- Please do not run or yell inside the Zoo.
- Children must remain with an adult chaperone at all times.
- Do not tap or bang on exhibit glass as this frightens the animals.
- Do not throw **anything** into the exhibits. The animals are on strict diets and ingestion of other objects can be harmful.

The Zoo reserves the right to deny admission or require a person already admitted to leave Zoo grounds without a refund if we consider that the circumstances so require.

Notes:

The Potawatomi Zoo strives to have all of our animals on exhibit while the Zoo is open, but this not always possible. In the beginning of the season, some animals may still be in winter holding until the temperatures increase. During the summer months, extremely high temperatures will warrant a heat advisory, and animals will be given access to their indoor buildings.

If there is inclement weather, please plan accordingly. The Congo Café may close during inclement weather.

There is only one indoor public exhibit building on Zoo grounds. The giraffe barn has some public access. All other exhibits are outdoors.

The Zoo does not issue rain checks or refunds. Please call the Zoo at (574) 235-9800 if you must cancel your trip due to inclement weather.

Questions?

Contact the Potawatomi Zoo Guest Services Assistant Kelsey at (574) 235-7620 or email at kdepaepe@potawatomizoo.org.