

Private Event FAQ

Please contact Special Projects Coordinator if you have any additional questions!

Q: What is included with a room rental?

A: Each venue rental offers guests admission to the zoo, accommodating up to the venue's specified capacity. It includes exclusive access to the room during zoo hours, along with tables, table covers, chairs, setup, cleanup, and trash removal.

Q: Can I bring in my own catering?

A: Outside food and drinks are not allowed for private events unless through an approved caterer. For more details, please refer to the "Event Additions" document. Catering can be ordered through Potter Park Zoo. For more details, please refer to the "Catering Menu" document. We do make an exception for birthday treats or some dessert items; please reach out to the Special Projects Coordinator for approval.

Q: Can I decorate the venue space?

You are encouraged to personalize the venue for your event! However, please remember that all decorations must be taken down at the end of your private event and must follow our decoration guidelines.

Decoration guidelines: We do not permit balloons, candy on sticks (such as lollipops), throwable items (like frisbees or balls), as well as glitter or confetti.

Q: Can I have an animal presentation during my event?

A: Unfortunately, we do not provide animal presentations for private events. However, you can explore our Education Tours or Animal Meet & Greets as alternatives. Please keep in mind that these options are subject to availability. For more information, please refer to the Education Tours page on the website <https://potterparkzoo.org/education-programs/> or refer to the Meet and Greet page on the website <https://potterparkzoo.org/animal-meetgreets/>.

Q: Is the cost of parking included in the room rental?

A: The room rental does not include the cost of parking. The booking party has the choice to cover parking for all guests. Alternatively, guests attending the private event can pay for themselves individually when they arrive. Please refer to the Ticket Sales page on the website for pricing and information. <https://potterparkzoo.org/ticket-sales/>

POTTER PARK

