



# GENERAL INFORMATION AND GUIDELINES

## Event Hours

Indoor Events are held from 10:00am-2:00pm.

Outdoor Events are held from 10:00am-3:00pm.

## Service Time

All menus are served for a continuous 90 minutes. Lunch is served between 11:00am and 1:30pm, with 12:00 noon as the last start time.

## Guest Count Minimum

The buffet menus are designed for a **minimum of 30 paying guests**. Should your event guest count fall short of this minimum, the difference in price will be added to the existing guest count to meet the minimum.

## Facilities

The Education Development Center (EDC) is the indoor venue at the Honolulu Zoo with a **maximum seating capacity of 64 guests** and is available on **Saturdays and Sundays** only. When using the EDC, existing tables and chairs will be provided at no additional cost. If the number of attendees exceeds 64 guests, the event would take place on one of the zoo's lawns and a tent and chairs would have to be rented for an additional cost.



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## Banquet Fees

A banquet fee will be charged in addition to the buffet menu price. The fee would be charged for each attendee ages 3 years of age and older. The fee includes zoo admission, use of facilities, set-up & clean up, eco-friendly paper supplies, and table linens. The banquet fee may be lowered if the attendees are current Honolulu Zoo Members. Proof of membership will be required at the gate.

## How to Book an Event

If you would like a proposal created, please reach out via email: [hlzcatering@thessagroup.com](mailto:hlzcatering@thessagroup.com). For inquiries, you may also call our catering department at (808)-924-0884.

Booking is required at least 3 weeks in advance. For outdoor events, booking is required ASAP. A 20% deposit (calculated from your proposal) will be required to reserve your date. All dates and times are considered unconfirmed until a deposit is received.