

Field Trip Reservation Request

Form must be submitted no later than 7 days prior to requested date in order to qualify for the group rate.

School/Group Name _____ Grade Level _____
 Contact Name _____ Address _____ City, State, Zip _____
 Phone _____ Email Address _____

Your reservation is not final until you have received email confirmation.

Please list 3 choices of Date & Time #1 Date/Time _____ #2 Date/Time _____ #3 Date/Time _____

Basic Field Trip

	No.	Fee	Amount
A Classroom teachers	_____	x \$2 = \$	_____
B Scholarship students (must provide letter)	_____	0	_____
C Paying students	_____	x \$5 = \$	_____
D Additional chaperones (1:5 ratio required)	_____	x \$5 = \$	_____
E Basic Field Trip Totals	_____	\$	_____

(minimum of 12 paid attendees is required)

Additional Options (See Field Trip section)

F Immersion Cinema	_____	x \$2 = \$	_____
G HighWire Bike	_____	x \$2 = \$	_____
H Program [Program No. _____]	_____	x \$3 = \$	_____
I Lunch Room (Up to 35 people \$25, each additional use \$5)		\$	_____
J Additional Options Totals	_____	\$	_____

K Grand Total (Amounts from lines **E + J**) \$ _____

Due day of trip

Reservation Payment Policy

Reservations will not be processed without payment information.

Your reservation is held with a credit card. The card is not processed; cash, check, or credit card can be used for payment on the day of your field trip. We will charge a \$20 fee against the credit card if your group does not provide at least 1 week notice of cancellation.

I accept responsibility for all field trip policies listed on the page above this form.

Signature

Name on card: _____

Visa/MC/DC # _____

Exp. Date: _____

Fax, mail or visit us online at discoverycenter.org

(FAX) 417 862-6898 • 438 E. St. Louis Street Springfield, MO 65806

Prices valid for reservation dates through July 31, 2010.

Discovery Center memberships and other discounts/ coupons/passes do not apply to field trips.

