

LOUISVILLE ZOO FIELD TRIP



RESERVATION REQUEST

Contact Information

Field Trip Date: (Preferred) _____ (Alternate) _____

Arrival Time: _____

(Please note that it takes approximately 15 minutes for buses to unload and enter the Zoo — if you have a scheduled program, please do your best to arrive early.)

Teacher or Primary Contact: _____

Name of School: _____

School Address _____ City _____ State _____ Zip _____

Grade level of students _____ Number of Students* _____ Number of Chaperones/Teachers _____

***In order to receive our school group rate, you must have at least 10 students in your group.**

Email (required) _____

School Phone _____ Teacher Phone (if different) _____

School Fax _____

Bookkeeper Name _____ Bookkeeper Phone _____

— ADD ON PROGRAMS —

(Minimum of 10 students for Classes and Tours.)

Classes

(AVAILABLE MON, WED & FRIDAY)

(# _____ OF STUDENTS)

\$3 per student

(teachers & chaperones free)

Would you like to add a Hands-on Class for your group? Classes are a perfect way to complement your experience and are aligned to National Science Standards. Programs are for grades K-8 and occur at 10:45 a.m., 11:45 a.m. or 12:45 p.m. each weekday. Programs must occur on a mutually agreeable date.

Please choose from the list below:

- Structure & Function
- Life Cycles
- Energy Flow in Organisms
- Ecosystem Dynamics
- I am not interested in adding a class to my reservation.

Guided Tours

(AVAILABLE TUE. & THUR.)

(# _____ OF STUDENTS)

\$2 per student

(teachers & chaperones free)

Would you like to add a Guided Tour? Tours are a great way to explore the Zoo and hear personal stories about our animals. Programs are for grades K-12 and occur at 10:00 a.m. or 11:00 a.m. each weekday. Programs must occur on a mutually agreeable date.

Please choose from the list below:

- Primates
- Giants of Africa
- Cats of the World
- I am not interested in adding a guided tour to my reservation.

Lunch Reservation

Will you be bringing your own lunches?

Please be aware that teachers are responsible for their student's lunches. The Zoo cannot provide refrigeration. School groups may eat on any of our grassy areas or at picnic tables. Please refrain from eating or storing your lunches on the Zoo's front plaza as this is a major thoroughfare.

- We are bringing lunches.
- We are not bringing lunches.
- We will be purchasing lunches and have attached the Lunch Form (provided in this packet)

In addition to initialing below:

You MUST SIGN the RESERVATION APPROVAL page for your reservation to be valid.

Initials

Date

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RESERVATION AGREEMENT

Confirmation of Program & Payment

Upon completion of your paperwork, you will be emailed a confirmation packet including a receipt/invoice, chaperone guidelines and pre-visit information. Please read each document as some vital information has changed for the 2016-17 school year.

If you have requested an education program of any kind, you will be contacted by our school reservationist to finalize your details.

Final Changes, Cancellations, & Payments

Any cancellation or change reservation must be received by the Louisville Zoo a minimum of 2 weeks prior to your scheduled visit. At that time your registration will be finalized and full payment will be due. If final numbers are not received, and you have not cancelled or rescheduled your program, you will be charged for the total number of students on your initial registration.

Full payment must be received on the day of services and must be in paid in one transaction. Refunds or rain checks will not be available for students who cannot attend, so please do your best to give us an accurate headcount of students, teachers and chaperones.

Note: Any group that fails to pay on day of trip will be invoiced and assessed a **\$25 service charge**. The Louisville Zoo accepts all major credit cards, checks and cash as a form of payment for the entire group. Checks should be made payable to "The Louisville Zoo" (please notate the date of your trip and the Booking number on your check). Please note that your reservation is not complete until payment is received.

Checks may be sent to:

**Louisville Zoo Field Trip
PO Box 37250,
Louisville KY 40233-7250**

Louisville Zoo memberships are not valid for any group visits.

To ensure the highest quality experience for all our guests, any groups that fail to return this form will be removed from our system and will not be guaranteed a reservation the day of their trip. All unpaid reservations will be cancelled.

Severe Weather Policy

We understand that it may be necessary to reschedule your trip, and we are happy to accommodate you. The Zoo requires at least 2 weeks' notice to reschedule a reservation. To ensure you receive your best date possible, please remember to book early as dates fill quickly and we cannot guarantee your preferred date will be available.

- **Failure to cancel your trip or send in a formal request to reschedule your date may result in your school being invoiced for your original reservation.**
- **Groups that choose to reschedule without re-registering with the Zoo will be charged an admission rate of \$9 per each student and chaperone at the time of arrival.**

I have read and understand the conditions of field trip participation at the Louisville Zoo as noted in this packet.

Signature _____ Date _____

You MUST also INITIAL the RESERVATION REQUEST form!

To make your reservation: complete, sign and return the information to us in one of the following formats:

Email: Zooeducation@louisvilleky.gov

Fax: 502-459-2196

Mail: Louisville Zoo Field Trip
PO Box 37250
Louisville, KY 40233-7250