

Field Trip Reservation Form

School Groups *(Submit not less than 3 weeks prior to trip date)*

You can make your original reservation with an estimate of your numbers. You will have an opportunity to change your numbers on your invoice.

SECTION A:

Name of School _____ County _____
 School District _____ School Phone # _____
 School Address _____ City _____ State _____ Zip _____
 Contact Person _____ Title _____
 Phone Number *(daytime)* _____ *(evening)* _____ Best Time to Call _____
 Date of Reservation: 1st Choice _____ 2nd Choice _____ 3rd Choice _____ 4th Choice _____
 Grade Level of Students _____ # of Classrooms Attending from Your School _____
 Total # of Students *(Ages 2-18)* _____ Total # of Staff _____ *Total # of Parent Chaperones _____
 Total # of special needs students *(do not include these numbers above)* _____ Total # of special needs aides *(do not include these numbers above)* _____
**See the Zoo Membership Field Trip Policy*

SECTION B: *(Check with the bus company first!)*

Arrival Time: _____ Departure Time: _____ # of bus drivers parking in lot _____
 Lunch plan: Purchasing catered lunches from the Zoo Bringing lunches Concession stands Not having lunch
 Souvenir shopping: Will be visiting gift shops Will not be visiting gift shops Ordering souvenir bags
 Pavilion Rental: Kids Kingdom (\$100) Village Pavilion (\$125) Half of PNC Pavilion (\$150) Entire PNC Pavilion (\$300)

SECTION C: If you would like to participate in a Learning Adventures Program, please list the name of the class you are interested in for each classroom with the grade level and number of students listed next to it.

Name of Program	Grade Level	# of Students
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

SECTION D: Payment Options:

(BEST OPTION!) Our school will provide the Zoo with Credit Card information **2 weeks** prior to the trip date to HOLD our reservation. We understand that the card will not be charged and we will be able to return any unused wristbands for credit and have the choice on the day of the trip to write out a check or ask the Zoo to charge the card on file for the adjusted balance. *(The Zoo recommends this option and we also recommend that you overestimate your numbers so that you will have enough bands. You will not be penalized for over-ordering and you will not be able to order additional bands once your ticket order has been processed.)*

Our school will be mailing a check that will arrive at the Zoo **2 weeks** prior to the trip date so that we can get the group discount. We realize that we can keep our unused wristbands for admission until Labor Day. We understand that we will not receive a cash refund for unused wristbands. Once we pay by check, the wristbands are ours to keep. *(You will not be able to order additional wristbands once your order has been processed, any additional guest must pay the higher regular admission rate.)*

Our school will be paying the regular admission fees at the gate with **NO DISCOUNT.**

SECTION E: Mandatory!

All groups must check this option and initial it.

LATE PAYMENT POLICY

We realize that if our check or credit card information is not received by the Zoo at least 2 weeks prior to the trip date, we will incur a \$30 charge to overnight the wristbands to our school.

Initial here

SECTION F:

Please complete and fax form to 412-365-2523 or mail to:

Pittsburgh Zoo & PPG Aquarium, One Wild Place, Pittsburgh, PA 15206, Attn: Reservations

If you are unsure if your fax went through, please write "possible duplicate" across the top and re-fax. Please allow 7 days for processing. Do not send money with this form. Do not fax AND mail your form as this will cause you to be double booked. Incomplete forms cannot be processed. This form will be processed by the Reservations Office and you will be emailed a confirmation or contacted to complete the details of the reservation.

Please list your e-mail address (it must be legible!): _____

OFFICE USE ONLY

Ret WB'S

Date Received _____

OK to Charge Card

Reservation # _____ WEB

Mailing Check

Gave Check