

# TOWER HILL

B O T A N I C G A R D E N

## FIELD TRIP AND GROUP VISIT RESERVATION REQUEST

We look forward to having your group visit Tower Hill Botanic Garden for a school or education program. Please fill out this form in its entirety and send to [education@towerhillbg.org](mailto:education@towerhillbg.org).

Primary Contact Name and Title: \_\_\_\_\_

Primary Contact email and phone: \_\_\_\_\_

School and Grade: \_\_\_\_\_

School phone #: \_\_\_\_\_

Please indicate which Program and Grade level you are requesting to schedule chosen from the School Program Catalogue that Tower Hill offers. You can find our field trip program course listing on our website under school visits.

Program/Grade: \_\_\_\_\_

Special Focus: \_\_\_\_\_

Tower Hill can accommodate a maximum of 65 students at one time, therefore, if your group is larger you will need to schedule your field trip over multiple days/times. Please indicate below your desired date(s) as well as 2<sup>nd</sup> and 3<sup>rd</sup> choice dates.

Program Date(s): \_\_\_\_\_ morning afternoon

Back-up Date(s): \_\_\_\_\_ morning afternoon

The field trip cost is \$10 per student, which includes admission and education program. We require an adult to child ration of at minimum 1:12. Accompanying adults are admitted free of charge and are expected to manage behavior and encourage participation in activities.

# of children: \_\_\_\_\_ Fee: \$ \_\_ 10/student\_\_\_\_\_

# of chaperones @ no charge: \_\_\_\_\_

Payment due by: \_\_\_\_\_

Please provide us with as much information as possible about your class and your students so that we can achieve your goals for this visit.

What are your goals for this field trip?

Do you hope this visit is primarily for education, for recreation, or a mix of both?

How will this field trip be integrated into your classroom curriculum? (Introduction or conclusion to a unit, enrichment, etc.)

Please let us know if you have any participants who might have special needs in an outdoor environment:

We are happy to provide reasonable accommodations for your students. Please let us know how we can support you and your students:

Payment for the field trips includes admission and so groups are invited to stay after their program and enjoy the garden on their own. Will you plan to stay for lunch/snack?

Additional information that you would like for us to know:

Thank you for choosing Tower Hill Botanic Garden for your field trip. Once your field trip has been scheduled, a confirmation and invoice will be sent to you.

Please feel free to contact [education@towerhillbg.org](mailto:education@towerhillbg.org) if you have any questions.