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11 French Drive, P. O. Box 598, Boylston, MA 01505

**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 Alice Puccio, Manager of School, Youth and Family Programs, at [apuccio@towerhillbg.org](mailto:apuccio@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: \_\_\_\_\_

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

Additional information that you would like for us to know:

Thank you for choosing Tower Hill Botanic Garden for your field trip. Please feel free to call Alice Puccio, Manager of School, Youth and Family Programs, at extension 132 or email [apuccio@towerhillbg.org](mailto:apuccio@towerhillbg.org), if you have any questions.