

# Off-campus Program Booking Sheet



Date of program: \_\_\_\_\_ Program start time: \_\_\_\_\_

## Contact Information

First name: \_\_\_\_\_ Last name: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

## Program Information

Name of organization/event: \_\_\_\_\_  
Program location address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Program or booth? \_\_\_\_\_  
If program, which program? \_\_\_\_\_  
If program, how many sessions? \_\_\_\_\_  
If booth, which type? \_\_\_\_\_  
Number of participants: \_\_\_\_\_ Age of participants: \_\_\_\_\_  
Special needs or concerns: \_\_\_\_\_

## Travel Information

Miles from the Zoo: \_\_\_\_\_ × 2 = \_\_\_\_\_ Round-trip miles  
Round-trip miles × \$0.67/mile = \$ \_\_\_\_\_ travel fee  
Total cost of event: \$ \_\_\_\_\_

## Program Pricing Information:

**\$200** for the first session  
**\$180** for each additional session at the same location on the same day  
Program sessions can accommodate up to 60 participants.

## Booth Pricing Information:

Information booth: **\$100/hour**  
Animal booth: **\$150/hour**

All off-campus programs and booths incur an additional **\$0.67/mile round-trip travel fee**.

## Available Programs

Preschool–Kindergarten programs:

Animal Tales  
Classification Clues

1<sup>st</sup>–8<sup>th</sup> grade programs:

Animals of the World\*\*  
Food Webs  
Rambunctious Reptiles  
Careers at the Zoo\*\*

\*\*Also great for high schoolers

**Payment:** A 50% deposit is due a week before the program and the remaining balance is due before the start of the program. We accept cash, check, or credit card. Checks should be made payable to the Racine Zoo. Please label your check with your name, program, and event date. We accept Visa, Mastercard, and Discover.

**Late Start:** Due to the popularity of our programs, presenters may be on tight time restraints. We will do our best to accommodate late start times, but reserve the right to cancel or adjust program length, depending on staff availability.

**Cancellations:** Cancellations of offsite programs are your decision and the 50% deposit is typically non-refundable. However, refunds may be given only in extreme circumstances. Please call as soon as possible to let us know of cancellations, and we will do our best to reschedule. The Racine Zoo reserves the right to cancel any programs due to unforeseen circumstances for a full refund.

## Office Use Only

Calendar: \_\_\_\_\_ Deposit due: \_\_\_\_\_ Invoice made: \_\_\_\_\_ Invoice sent: \_\_\_\_\_



To discuss your program, please contact:  
Conservation Education Department  
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