

# Offsite Program Booking Sheet



Date of Program: \_\_\_\_\_ Time of Program: \_\_\_\_\_

## Contact Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Program Information

Name of Organization/Event: \_\_\_\_\_

Program Location Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Age of Participants: \_\_\_\_\_

Special Needs or Concerns: \_\_\_\_\_

Program Type: \_\_\_\_\_ Program Cost: \$ \_\_\_\_\_

## Travel Information

Miles Away from the Zoo: \_\_\_\_\_ x 2(Round Trip) = \_\_\_\_\_ Miles

Round Trip Miles x \$0.60/Mile Travel Fee = \$ \_\_\_\_\_

Total Cost of Event: \$ \_\_\_\_\_

## Program Pricing Information:

Pricing is based on the number of participants and includes **everyone attending** the program.

Number of Participants	Cost of Program
1-30 people	\$160.00
31-60 people	\$200.00
61-100 people	\$225.00
101-200 people	\$275.00
201-300 people	\$350.00
Animal Booth	\$150.00 per hour

## Travel Fee:

There is an additional \$0.60/mile round trip travel fee for any offsite program or booth.

**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

50% Deposit Due: \_\_\_\_\_ Paid: \_\_\_\_\_ Total Amount: \_\_\_\_\_ Paid: \_\_\_\_\_

Invoiced: Y / N Sent: Y / N Calendar: Y / N Initials \_\_\_\_\_

To discuss your program, please contact:

Conservation Education Department

Racine, Wisconsin 53402

(262) 636-9580

[education@racinezoo.org](mailto:education@racinezoo.org)

