

Off-Campus Program

Booking Sheet



School/Organization Name: _____

Date of Program: _____

Program Time: _____

Contact Information

First Name: _____ Last Name: _____

Phone #: _____ E-Mail: _____

Program Information

Program Location Address: _____

City: _____ State: _____ Zip: _____

All off-campus programs and booths incur an additional \$0.725/mile round-trip travel fee.

Program Type (Select One)

Animal Program

of Sessions: _____

\$225 for first session

\$180 for each concurrent session

60 participants maximum/session

Title of Program: _____

Available Programs (Recommended Age Groups)

Pre-K - Kindergarten

- Animal Tales
- Classification Clues

Kindergarten - 5th Grade

- African Safari
- Animals of the World
- Food Webs
- Rambunctious Reptiles

6th Grade & Older

- Animals of the World
- Careers at the Zoo
- Rambunctious Reptiles

Information Booth (\$125/hour)

Includes biofacts (feathers, fur, skulls, claws, etc.)

Animal Booth (\$175/hour)

Includes 3 live animal ambassadors & biofacts.

of Participants: _____ Age of Participants: _____

Special Needs or Concerns: _____

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. Note that a processing fee will be added to all card transactions.

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 cancelations, 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

Program Cost: \$ _____ Miles from Zoo _____ x 2 = _____ Round-Trip x \$0.725/mile = \$ _____

Total Program Cost: \$ _____

Final Count & 50% Deposit Due: _____ Added to Calendar on _____ by _____

Invoice created on _____ by _____ Invoice sent on _____ by _____

To discuss your reservation, please contact the Racine Zoo Conservation Education Department at 262-636-9580 or education@racinezoo.org.