

2019 FIELD TRIP LETTER & FORM



Please read this letter carefully as it lists essential information regarding your potential trip, what to expect upon arrival, and what is expected of your group.

THIS LETTER DOES NOT NEED TO BE SUBMITTED WITH YOUR FORM.

Welcome to MacDonald's Ranch Pumpkin Patch!

On the next page, you will find four choices available for a Field Trip to the Pumpkin Patch in **October!** **A minimum of 10 participants is required.**

Please submit your form by email or fax (bottom of page) to begin reservation process.

Hours Available & Parking:

- October 4th through October 31st - Mondays, Wednesday through Friday
- 9:00am to 5:00pm (arrival scheduled on the hour or half hour only)
- **CLOSED on Tuesdays and NOT available on SATURDAYS or SUNDAYS – this is NON-NEGOTIABLE**

To maximize your experience, we limit school reservations each day. Please keep in mind that you will be sharing this experience with the public. Our facility provides a large dirt parking lot that can easily accommodate any group. We ask that your group meets in ONE AREA near Admissions. Guests will not be admitted until all participants and chaperones have arrived and have been checked in by our staff.

What is included:

ALL options include the following activities and each group of 10 participants MUST have at least 1 adult (18 years and older) accompany them to each activity:

It is highly recommended that you rotate your groups between activities. This is a self-guided tour.

- Games: Connect 4, Ring Toss, Bean Bag Toss, Giant Jenga, and more!
- TRAIN Ride, Hay Maze, Panning for Gold, Petting Zoo, and Picnic Tables for Lunch

What is NOT included:

This will depend on the option chosen as you can “upgrade” as the options increase.

- **PONY RIDES** are not provided under any circumstances for Field Trips. We are FIRM on this matter and forms will not be provided in advance.

****PLEASE DISCUSS THIS WITH ALL CHAPERONES BEFORE ARRIVAL SO THERE IS NO CONFUSION. PARENT/GUARDIAN CHAPERONES WILL NOT BE ABLE TO PROVIDE THE ABOVE FOR THEIR CHILD IF THEY ARE WITH THE FIELD TRIP.**

- **Food for the Petting Zoo** – Guests can VISIT the petting zoo but it costs additional if they would like to feed the animals. This can be added to the trip cost OR can be purchased onsite individually.
- **Larger Pumpkins** – A small pumpkin is provided with some, not all, of the Field Trip options. If you would like to “upgrade” the pumpkin sizes, please indicate so on your form below.
- **Vendor Items** – Gift Shop, Food Vendors, etc. are not included in the Field Trips.

Discount:

Donate 1 can of food or non-perishable item per person, receive \$1.00 off per person. Limit \$1.00 off per person.

Once the below form has been submitted please allow 48 hours before you receive the confirmation/calendar email invite reserving the date and time. With that confirmation, you will receive an ADMISSION CHECK LIST, this will be your ticket for entry.

INVOICES for PURCHASE ORDERS

- Invoices will be emailed through our Square Processing App.
- Balances can be paid via credit card with the link that would be provided OR you can mail a check and we can process the invoice for you once it has been received.

IF YOU NEED AN INVOICE **BEFORE** YOUR TRIP DATE:

Please fill out the bottom section of this page and return with your field trip form for your reservation date. You can bring a check or credit card that day to pay the balance of the invoice. Please bring the invoice information WITH YOU for processing.

IF YOU NEED AN INVOICE **THE DAY OF** YOUR TRIP DATE:

Please fill out the bottom section of this form and return in with your field trip form in advance for your reservation date so we can have your invoice setup. The headcount and pricing can be adjusted the day of for discounts, final headcounts, etc. BUT we still need to put your customer information in Square to save time.

Please check with the appropriate personnel and departments to ensure the information is correct before submitting. Otherwise you will be asked to pay the day of.

CUSTOMER INFORMATION REQUIRED:

This is for whom will be receiving and processing the invoice for payment/PO – please make sure all information is accurate.

First Name _____ Last Name _____

Phone Number _____

Email to receive Invoice _____

Address _____

Company Name _____

Date of Tour: _____ Time of Tour (every 30 minutes): _____ to _____
 Back Up Date: _____ Back Up Time (every 30 minutes): _____ to _____

ONSITE Teacher/Contacts Name: _____
 School/Group Name: _____
 School/Group Address: _____
 City/State/Zip Code: _____
 ONSITE Telephone Number: _____
 *Email Address for Confirmation: _____

Circle Group Grade(s):

Pre-K/Day Care 1 2 3
 4 5 6 7 8 9 10
 11 12

Other (please explain):

Additional Info about group:

READ EACH OPTION CAREFULLY

Please your one option for the ENTIRE group & list headcount below:

*IF a parent/chaperone will be joining the group but paying for themselves please collect their fee BEFORE arriving at the Ranch and include them in your headcount below. Fees will not be accepted individually; the entire trip must be paid in full at time of arrival.

Options:	What is included in Options:	Voluntary "Upgrades":
<input type="checkbox"/> Option #1 \$5 per Participant \$5 per Chaperone Teachers Free	<ul style="list-style-type: none"> All activities included with admission. No Pumpkins – May purchase any size pumpkin individually at the Patch. Cash and Credit is accepted. Pumpkin price ranges from \$4-\$12. 	Please <input checked="" type="checkbox"/> if you would like to add to your Field Trip experience and provide the amount needed: <input type="checkbox"/> Food for Petting Zoo <ul style="list-style-type: none"> Ice Cream Cone w/Pellets \$1.50 per Cone x _____
<input type="checkbox"/> Option #2 \$10 per Participant \$5 per Chaperone Teachers Free	<ul style="list-style-type: none"> All activities included with admission. SMALL Pumpkin for each Participant. <i>Small Pumpkin is "Softball" sized.</i> 	<input type="checkbox"/> Larger Pumpkins <ul style="list-style-type: none"> Medium (Volleyball Size) Add \$2 per pumpkin x _____ Large (Basket Ball Size) Add \$5 per pumpkin x _____ X-Large (Med&Lrg combined) Add \$8 per pumpkin x _____
<input type="checkbox"/> Option #3 \$10 per Participant \$10 per Chaperone Teachers Free	<ul style="list-style-type: none"> All activities included with admission. SMALL Pumpkin for each Participant & Chaperone. <i>Small Pumpkin is "Softball" sized.</i> 	
<input type="checkbox"/> Option #4 \$15 per Participant \$10 per Chaperone \$5 per Teacher	<ul style="list-style-type: none"> All activities included with admission. SMALL Pumpkin for each Participant & Chaperone. <i>Small Pumpkin is "Softball" sized.</i> Hot Dog/Chips/Juice for Participant. 20% off Food Truck Menu for Chaperones/Teachers 	

PLEASE COMPLETE BELOW FOR AN ESTIMATED TOTAL: Option# _____

Voluntary Upgrade: _____ # _____ x \$ _____ = \$ _____

Participants: # _____ x \$ _____ = \$ _____

Chaperones: # _____ x \$ _____ = \$ _____

Teachers: # _____ x \$ _____ = \$ _____

Food Donation Discount: # _____ x \$1.00 = -\$ _____

Estimated Total Headcount: _____

Estimated Donation Discount: -\$ _____

Estimated Total Cost: \$ _____

How will you be paying day of trip? _____