

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: _____ x2(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

