



Field Trip Reservation Form

Heard Natural Science Museum & Wildlife Sanctuary
www.heardmuseum.org or 972-562-5566 x237

Please Mail or Fax Reservation Form to:

Mail—Attn: Reservations, The Heard Museum, One Nature Place, McKinney, TX 75069 **Fax**—972-548-9119

Name of School or Institution: _____

Teacher or Contact Name: _____ Grade Level(s): _____

Field Trip Leader
Cell Phone Number _____ Email: _____

School or Institution _____ City, State &
Mailing Address: _____ Zip Code _____

School or Institution _____ School or Institution
Phone Number _____ Fax Number: _____

Is this a Title 1 school? _____ Please note if English is not the primary language: _____

PLEASE NOTE:

- A **25% NON-REFUNDABLE deposit** is due within 10 days of making your reservation. With the remaining balance due 4 weeks prior to your scheduled date.
- If you are making a reservation 4 weeks or less in advance **FULL PAYMENT** is due at time of reservation. Please attach a completed Credit Card Authorization Form or mail in the reservation form with a check payable to The Heard Museum.
- Your reservation will be canceled if your deposit/payment is not received by the due date.
- **Sending in this reservation form does not guarantee your requested date.** Confirmation for the requested date and time will be sent to the teacher listed above once availability for this request is verified by our reservation coordinator.
- Requests for all guided field trips must be received at least 6 weeks in advance.
- Requests for all group general admission field trips must be received at least 3 weeks in advance.

Please check each program you want to reserve. <small>*Admission to exhibits included in all program fees.</small>	1 st Choice Date	2 nd Choice Date	3 rd Choice Date	# of Students	# of Adults
<input type="checkbox"/> Regular General Admission (<i>offered all year</i>) For groups under 20 \$6 per child \$9 per adult					
<input type="checkbox"/> Group General Admission (<i>offered all year</i>) For groups of 20 or more \$5 per child \$8 per adult					
<input type="checkbox"/> Guided Trail only (<i>Sept.-May</i>) (T-F Morning only with a start time between 9 & 10am) Maximum size: 100 students \$9 per child \$11 per adult					
<input type="checkbox"/> Animal Presentation only (<i>Sept.-May</i>) (T-F Morning only with a start time between 9 & 10am) Maximum size: 100 students \$9 per child \$11 per adult					
<input type="checkbox"/> Combo of Guided Trail & Animal Presentation (T-F Morning only with a start time between 9 & 10am) Maximum size: 100 students \$16 per child \$20 per adult					

Arrival Time _____

Departure Time _____

I have read and understand The Heard Museums Payment Procedures, Field Trip Guidelines and Refund Guidelines.

Signature: _____ Date: _____