

Follow the Signs to A

Field Trip Reservation Form

TO CONFIRM RESERVATION, PLEASE FILL OUT FORM
FAX TO 859-624-5864

1113 TATES CREEK ROAD, RICHMOND, KY. 40475

DIRECTIONS AND INFO AT www.baldwinfarmsky.com

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(If more than one group is scheduling or separate times are required, please fill out separate forms.)

Scheduled Date: _____ Time: a.m. _____ p.m. _____
Group Name: _____ (If Adult Group)
School Name: _____ ISD: _____
Mailing Address: _____

School Phone: _____ FAX: _____
Grades/Ages: _____ No. Classes Attending: _____
No. Students: _____ No. Teachers: _____ No. Others: _____

Contact Person: _____ Cell: _____

Email

IN THE EVENT OF CANCELLATION, please contact Baldwin Farms a minimum of 5 business days prior to your scheduled event. If you do not follow our cancellations policies, you will be charged for the full amount of the scheduled event. We will reschedule your event in case of rain or verifiable emergency.

CONFIRMATION: The contents of this agreement meet with my approval and I consider all arrangements to be confirmed and definite contingent upon Baldwin Farm's approval and confirmation of this agreement.

Signature: _____ Today's Date: _____

SPECIAL REQUESTS/INSTRUCTIONS: _____

REMINDERS:

- Field trips begin promptly. Please arrive on schedule. If you are running late, please call me on my cell phone.
- Have one person pay for the entire group upon arrival. We accept cash and/or school checks.
- Admission per person is \$6. N/C for teachers or infants under 2.
- Dress appropriately for the weather (hats, gloves, coats) and BRING WIPES for hand washing.
- Please park buses parallel where designated. Ask parents to carpool.
- Consolidate lunches in boxes/coolers to be carried to the picnic area.
- Please supervise children carefully. We are not responsible for accidents or injury.

We look forward to seeing you!

Marge Baldwin