

Field Trip Order Form



| | | | |
|-----------------|----------------|---------------------|---------------|
| Office Use Only | Initials _____ | Date Received _____ | Order # _____ |
|-----------------|----------------|---------------------|---------------|

- To be eligible for the Pay in Advance Group Rate (\$10.95/person), a minimum purchase of twenty (20) tickets must be made and paid for one (1) week or more in advance.
- To be eligible for the Pay on Arrival Group Rate (\$12.95/person), a minimum purchase of twenty (20) tickets must be made 24 hours or more in advance and paid for upon arrival.
- To be eligible for the Title 1 School Ticket Rate (\$5.95/person) at least 40% of students must qualify for free or reduced meals, a minimum purchase of twenty (20) tickets must be made and paid for one (1) week or more in advance.
- For every twenty (20) tickets purchased, your group will receive one (1) FREE ticket.
- Cancellation Policy: All tickets are non-refundable. In case of cancellation, tickets are valid 1 year from purchase date. Field Trip Enhancements must be cancelled at least four (4) weeks in advance of the visit date.

General Information

| | | |
|--|----------------------------|---|
| School Name _____ | Date of Visit _____ | Arrival Time _____ <small>*For seasonal hours, see spacecenter.org/hours</small> |
| Contact Name _____ | Address _____ | |
| City _____ | State _____ | Zip _____ |
| Phone # _____ | Alternate Phone # _____ | |
| Email Address (Confirmation email will be sent here) _____ | School Tax ID Number _____ | District Name _____ |

What grade(s) do you teach? Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12

What subject(s) do you teach? Math/Science Language Arts Social Studies Other _____

Is your school designated as a Title 1 school? Yes No

Please note that between April 17-May 31 Title 1 school visits must take place Mondays through Wednesdays only. Title 1 status will be verified prior to payment. Title 1 applicants will be notified of the approval application status via email within 10 business days.

Admission Tickets

| | | | |
|-----------------|----------------|-------------------------|-------------------------|
| Office Use Only | Initials _____ | # of paid tickets _____ | # of comp tickets _____ |
|-----------------|----------------|-------------------------|-------------------------|

| Ticket Type | Price per Person | Quantity | Total |
|---|------------------|----------|-------|
| Pre-Paid Group Tickets Orders prepaid one (1) week or more in advance. Minimum: 20 | \$10.95 | | |
| Pay on Arrival Group Tickets Reservation required 24 hours prior to visit date. Minimum: 20 | \$12.95 | | |
| Title 1 School Tickets At least 40% of students must qualify for free/reduced meals. Minimum: 20 | \$5.95 | | |
| Complimentary Tickets One (1) free admission ticket for every 20 prepaid tickets purchased | Free | | |
| Total Cost of Admission Tickets | | | |

Field Trip Enhancements (optional)

Select 2 or more times if applicable. Must be booked four (4) or more weeks in advance.

| Enhancement Type | Participants Min | Participants Max | Select Time(s) | Price per Person | Quantity | Total |
|--|------------------|------------------|---|------------------|----------|-------|
| Starship Gallery Tour (Gallery only) | 20 | 30 | <input type="checkbox"/> 10:15 <input type="checkbox"/> 11:45 <input type="checkbox"/> 13:00 <input type="checkbox"/> 14:30 | \$5.00 | | |
| STEM Classroom Experience <small>*Based on availability; our reservations team will review and confirm if available</small> | 15 | 25 | <input type="checkbox"/> 10:30 <input type="checkbox"/> 12:00 <input type="checkbox"/> 13:30 | \$7.00 | | |
| Total Cost of Field Trip Enhancements | | | | | | |

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Meal Tickets

| Type | Description of Meal Options | Price per Person | Total Quantity | Total |
|-----------------------------------|---|------------------|----------------|-------|
| Option 1 | Option 1 includes: - Kids sandwich – Choice of Turkey (QTY: _____) or PB&J (QTY: _____) - Bag of Lays potato chips - Bottled soda or water <i>Group food orders are required to be confirmed a minimum of 10 days in advance of arrival, including the choice of how many of each sandwich type that is needed. Orders will be prepared and available for the group in The Food Lab during their designated lunchtime.</i> | \$11.91 | | |
| Option 2 | Option 2 includes choice of: <input type="checkbox"/> Baked all-natural chicken tenders with BBQ honey mustard dip, baked home fries & grapes <input type="checkbox"/> All-beef hot dog with veggie sticks & yogurt ranch dip <input type="checkbox"/> Individual cheese or pepperoni pizza with fresh tomato sauce and fruit cup <i>Group must order all the same hot item, individual orders are not available at this time. Orders must be confirmed a minimum of 10 days in advance of arrival. Orders will be prepared and available for the group in The Food Lab during their designated lunchtime.</i> | \$12.99 | | |
| Total Cost of Meal Tickets | | | | |

Outside food is not allowed inside the center. We do have a covered picnic and park area adjacent to the guest parking lot, which is available on a first-come, first-served basis. The covered portion seats approximately 75 people and the perimeter seats an additional 50. Coolers and lunches should be stored inside of your buses until it is time to eat. If your bus will be leaving, please arrange a time for it to return to obtain your lunches.

Dietary requirements: Please be aware that items are prepared in a facility handling and preparing with egg, milk, wheat, shellfish, soy, peanut and tree nut products, and other potential allergens. If there is a concern with the dietary requirements/food allergy, please contact a member of the Space Center Houston reservations team who can direct you to any alternative options.

Invoicing: Meals will be invoiced separately.

TOTAL PAYMENT DUE:

(added from all Total Cost fields)

Payment Method (no purchase orders)

- Company Check (No personal checks)
 Pay on Arrival (\$12.95)
 Visa
 American Express
 MasterCard
 Discover

Credit Card Information

Name on Card

Card #

Expiration

Method Of Delivery

- Pick up in person – free** Name of person picking up: _____
 Emailed – free Email Address if different from above: _____
 Shipped (\$20.00) Mailing Address if different from above:

Upon receipt of your registration form, a confirmation email will be sent to you.
Call us at 281-283-4755. Email form to reservations@spacecenter.org or fax form to 281-283-4766.