



## 2022 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.

### 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** to begin reservation process.

#### Hours Available & Parking:

- October 3<sup>rd</sup> through October 28<sup>th</sup> - **Mondays, and 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**

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/Entrance Gates.** 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, Cow Milking and more!
- Train Ride, Pedal Cars, 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 & MECHANICAL BULL 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.
- **Barrel Train** – This is not to be confused with our MAIN Train, this ride is not included.
- **Pumpkins/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 entr

## INVOICES for PURCHASE ORDERS ONLY

**DO NOT fill out this form if: you are paying the day of with cash, credit card or check.**

- 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:**    **Please print clearly**

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 \_\_\_\_\_

Date of Tour/Name of Group & Teacher from next page: \_\_\_\_\_

Phone Number \_\_\_\_\_

Email to receive Invoice: \_\_\_\_\_

Address \_\_\_\_\_

Company Name \_\_\_\_\_

PLEASE RETURN ONLY THIS FORM BY EMAIL (and the above INVOICE form IF IT IS NECESSARY)

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: \_\_\_\_\_

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.

**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:  
 \_\_\_\_\_  
 \_\_\_\_\_

Options:	What is included in Options:	Voluntary "Upgrades":
<input type="checkbox"/> Option #1 <b>\$7 per Participant</b> <b>\$7 per Chaperone</b> <b>Teachers Free</b>	<ul style="list-style-type: none"> <li>All activities included with admission.</li> <li>No Pumpkins – May purchase any size pumpkin individually at the Patch. Cash and Credit is accepted. Pumpkin price ranges from \$4-\$12.</li> </ul>	<b>Please <input checked="" type="checkbox"/> if you would like to add to your Field Trip experience and provide the amount needed:</b>  <input type="checkbox"/> Food for Petting Zoo <ul style="list-style-type: none"> <li>Ice Cream Cone w/ Pellets \$1.50 per Cone x <span style="background-color: yellow;">      </span></li> </ul>
<input type="checkbox"/> Option #2 <b>\$12 per Participant</b> <b>\$7 per Chaperone</b> <b>Teachers Free</b>	<ul style="list-style-type: none"> <li>All activities included with admission.</li> <li>SMALL Pumpkin for each <b>Participant</b>. <i>Small Pumpkin is "Softball" sized.</i></li> </ul>	<input type="checkbox"/> Barrel Train <ul style="list-style-type: none"> <li>\$3.00 per person/per ride x <span style="background-color: yellow;">      </span></li> </ul>
<input type="checkbox"/> Option #3 <b>\$12 per Participant</b> <b>\$12 per Chaperone</b> <b>Teachers Free</b>	<ul style="list-style-type: none"> <li>All activities included with admission.</li> <li>SMALL Pumpkin for each <b>Participant &amp; Chaperone</b>. <i>Small Pumpkin is "Softball" sized.</i></li> </ul>	<input type="checkbox"/> Larger Pumpkins <ul style="list-style-type: none"> <li>Medium (Volleyball Size) Add \$2 per pumpkin x <span style="background-color: yellow;">      </span></li> <li>Large (Basket Ball Size) Add \$5 per pumpkin x <span style="background-color: yellow;">      </span></li> <li>X-Large (Med&amp;Lrg combined) Add \$8 per pumpkin x <span style="background-color: yellow;">      </span></li> </ul>
	*IF a parent/chaperone will be joining the <b>group but paying for themselves</b> 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.	

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? \_\_\_\_\_