

## PORT FARMS EDUCATIONAL SCHOOL TOUR PAYMENT FORM

Port Farms would like to thank you for booking your school tour with our farm. In order to make your check-in process smoother and faster, we have provided you with this calculation form to be used on the day of your visit to the farm.

Upon arrival, please take this **COMPLETED FORM** and your **ORGANIZED PAYMENT** to the cashier in the Admissions Building. ***WE ASK THAT YOU DO NOT BRING LOOSE CHANGE FOR YOUR PAYMENT AS THIS CAUSES SEVERE DELAYS AT THE ADMISSION WINDOW FOR YOUR GROUP AND ALSO OTHER GROUPS WAITING TO CHECK IN.***

\*\*\*For your convenience, we offer an early payment /early pick-up option for your groups' wristbands. Please call the farm for details at 814-796-4500.

*Coupons, gift certificates, or other special discount or free offers **MAY NOT** be used on school tours - please make your staff / parents/chaperones aware of this policy. Sorry, **NO EXCEPTIONS.***

SCHOOL NAME: \_\_\_\_\_

VISIT DATE: \_\_\_\_\_ Grade Level(s) \_\_\_\_\_

SCHOOL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CELL #: \_\_\_\_\_ SCHOOL#: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

QUANTITY	DESCRIPTION	AMOUNT
	Number of Children X \$5.00	\$
	FREE Teachers / Chaperones X \$0 (One Free Teachers <b>OR</b> Chaperone per every 5 paid students)	-- 0 --
	Extra Teachers / Chaperones X \$5.00	\$
	<b>SUBTOTAL FOR ADMISSIONS:</b>	\$
	Quantity of Lunches Ordered X \$3.50	\$
	<b>TOTAL AMOUNT DUE UPON CHECK-IN:</b>	\$

**\*\*\*\* PLEASE MAKE OUT ONE CHECK PAYABLE TO PORT FARMS \*\*\*\***

### FOR OFFICE USE ONLY

PYMT REC.  CASH \_\_\_\_\_  CK \_\_\_\_\_ # \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_  
 VISA  MASTERCARD NAME ON CARD \_\_\_\_\_

I AGREE THAT I HAVE RECEIVED \_\_\_\_\_ WRISTBANDS AND \_\_\_\_\_ LUNCH TICKETS  
 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_