

# Field Trip Order Form



Office Use Only    Initials \_\_\_\_\_    Date Received \_\_\_\_\_    Order No. \_\_\_\_\_

- 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 canceled at least four (4) weeks in advance of the visit date.

## General Information

School Name \_\_\_\_\_ Date of Visit \_\_\_\_\_ Arrival Time \_\_\_\_\_

View seasonal hours at [spacecenter.org/hours](http://spacecenter.org/hours)

Contact Name \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_ Alt. Phone Number \_\_\_\_\_

Email Address (Will receive confirmation email) \_\_\_\_\_ School Tax ID Number \_\_\_\_\_ District Name \_\_\_\_\_

Check which grade(s) you teach:  Pre-K  K  1  2  3  4  5  6  7  8  9  10  11  12

Check which subject(s) you teach:  Math/Science  Language Arts  Social Studies  Other \_\_\_\_\_

Is your school designated as a Title I 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 \_\_\_\_\_    No. of Paid Tickets \_\_\_\_\_    No. 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		
<b>Total Cost of Admission Tickets</b>				

## Field Trip Enhancements (optional)

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

Ticket Type	Participants Min    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"/> 1:00 <input type="checkbox"/> 2:30	\$5.00		
Planetarium Show	20    30	<input type="checkbox"/> 10:15 <input type="checkbox"/> 11:45 <input type="checkbox"/> 1:00 <input type="checkbox"/> 2:30	\$7.00		
<b>Total Cost of Field Trip Enhancements</b>					

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## Field Trip Enhancements Continued (optional)

Ticket Type	Participants		Select Time(s)	Price per Person	Quantity	Total
	Min	Max				
STEM Classroom Experience* - Foam Rocket Build	15	25	<input type="checkbox"/> 10:30 <input type="checkbox"/> 12:00 <input type="checkbox"/> 1:30	\$7.00		
STEM Classroom Experience* - Carbon Capture Challenge	15	25	<input type="checkbox"/> 10:30 <input type="checkbox"/> 12:00 <input type="checkbox"/> 1:30	\$7.00		
Based on availability; Reservations team reviews and confirm						
<b>Total Cost of Field Trip Enhancements</b>						

## Meal Tickets

Type	Description of Meal Options	Price per Person	Quantity	Total
1	<p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Kids Sandwich: Choice of Turkey (QTY: _____) or PB&amp;J (QTY: _____)</li> <li>• Bag of Lay's Potato Chips</li> <li>• Drink: Choice of Gatorade (QTY: _____) or Bottled Water (QTY: _____)</li> </ul> <p>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 choice is needed. Orders will be prepared and available for the group in The Food Lab during their designated lunch time.</p>	\$12.00 plus tax, if not tax exempt		
2	<p><b>Includes choice of either:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chicken Tenders with Ranch Sauce, Potato Wedges and Whole Fruit</li> <li><input type="checkbox"/> All Beef Hot Dog with Potato Wedges and Whole Fruit</li> <li>• Drink: Choice of Gatorade (QTY: _____) or Bottled Water (QTY: _____)</li> </ul>	\$13.00 plus tax, if not tax exempt		
3	<p><b>Includes choice of either:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Individual Cheese or Pepperoni Pizza and Whole Fruit</li> <li><input type="checkbox"/> Pulled Pork Sandwich, House-made Potato Chips, Pudding Cup</li> <li>• Drink: Choice of Gatorade (QTY: _____) or Bottled Water (QTY: _____)</li> </ul> <p>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 lunch time.</p>	\$14.00 plus tax, if not tax exempt		
<b>Total Cost of Meal Tickets</b>				

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 Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

## Method of Delivery

Pick Up In Person (Free) Name of Person Picking Up: \_\_\_\_\_  
 Email (Free) Email Address: (if different from above) \_\_\_\_\_  
 Ship (\$20) 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.