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# EDUCATIONAL GROUP VISIT INFORMATION

We are delighted that you chose the Erie Zoo and Botanical Gardens for your field trip destination. We know that Erie and the surrounding counties offer many exciting field trip opportunities and we are grateful our site won your vote of confidence. Over the past year we have listened and learned from teachers and group coordinators about ways we can improve your experience. As a result, we have developed new policies with the following goals in mind:

- ✓ Maximizing group time in the zoo
- ✓ Relieving long lines at the admissions gate
- ✓ Keeping the animals safe
- ✓ Keeping your group safe

So please, we need your cooperation and assurance that you will help us to help you.

Planning ahead can help make your day at the Erie Zoo and Botanical Gardens ZOO-RIFIC. We recommend a three- hour visit to see and experience all the great things at the zoo. We also suggest you plan a visit to the Zoo on your own to better plan your activities and objective of your field trip. This handy brochure will help you plan your own safari at the Erie Zoo and also with the following:

- ✓ Calculating your tickets to see how much you'll need to pay for your Erie Zoo Field Trip.
- ✓ Purchasing your tickets in advance by mail or by an appointment.

## Educational Group Admission Rate

Adults	Ages 13 and Over	\$4.00
Children	Ages 2-12	\$3.00

*Children or Adults with certified special needs and one required aide receive complimentary admission.*

## Educational Group Ride Rates

Safariland Train	Ages 2 and Up	\$1.50
Wildlife Carousel	Ages 2 and Up	\$1.50

*Children 23 months and under are FREE on the train and carousel when accompanied with a paying adult.*

## Who's Eligible for Educational Group Rates?

- 🐾 Licensed Public and Private Schools
- 🐾 Licensed Preschool and Continuing Education Programs
- 🐾 Registered Home School Organizations
- 🐾 Daycares and Day Camps
- 🐾 Senior Citizen Facilities
- 🐾 Non-Profit Organizations

## Please note:

- 🐾 All school bookings should be pre-registered at least three weeks in advance.
- 🐾 To qualify for the Educational Group Rate, one payment must be made for all guests in the group, and there must be 10 or more admissions purchased. Persons using coupons, membership cards or under the age of 2 cannot be included in the count of 10.
- 🐾 Additional persons paying individually will be charged the Regular Admission and Ride Rates.
- 🐾 One chaperone will receive free admission per every 10-paying children ages 2-12.

## HOW TO REGISTER:

**In order to bring your herd, flock, pride or school to the Erie Zoo, reservations are required. Reserve your field trip in these simple steps.**

1. If you wish to experience an educational program or tour. Please first contact Kim Bowes at 814-864-4091 ext. 247 or by e-mail at [kbowes@eriezoo.org](mailto:kbowes@eriezoo.org). Please note that some programs have limited availability. You may also view programs offered by our educational department at [www.eriezoo.org](http://www.eriezoo.org).
2. Complete a registration form. You must decide on your type of admission and payment. Please select between either **STANDARD SALE OR ADVANCED SALE**. Standard Sale Registration forms are to be used by groups wishing to pay their fees upon arrival. Advanced Sale Registration Forms are to be used by groups wishing to pay in advance and receive wristbands to be worn by participants for admission and rides. The Advanced Sale option will provide your group with the quickest zoo entry through the private Easy Entry Admission Gate. This gate is reserved for advanced sales only.
3. If you have selected **STANDARD SALE** please be sure to complete the contact information and estimated attendance sections and mail or fax three weeks prior to your desired trip date.
4. If you have selected **ADVANCED SALE** please be sure to complete ALL sections and mail with payment three weeks prior to your desired trip date. **If you are unable to meet the 3-week deadline to pay fees please still register three weeks in advance by calling Nakeisha Santillan (814) 864-4091 Ext. 222. At this time Nakeisha will be able to schedule an appointment no later than three business days before your planned trip to pay in person.**
5. Watch for your confirmation materials in the mail. A confirmation will be sent out within two weeks- If you do not receive a confirmation please contact Nakeisha Santillan. Review your confirmation materials for information on policies and procedures for your visit. Please bring your confirmation and a photocopy of your completed **REGISTRATION REQUEST FORM** with you on the day of your visit.

**South Gate, food concessions, the Gift Shop and Rides are open weather permitting.  
 Prior to your trip please call (814) 864-4091 to check availability.**



# EDUCATIONAL GROUP STANDARD SALE REGISTRATION REQUEST FORM

## REGISTRATION INFORMATION SECTION

- ✓ To qualify for the Educational Group Rate you must represent an education facility or non profit agency. One payment must be made for all guests in the group, and there must be 10 or more admissions purchased. Persons using coupons, membership cards or children under the age of 2 cannot be included in the count of 10.
- ✓ Please complete this form and mail to the zoo. If you are not aware of the exact amount of people in your group please pencil in an estimation of your numbers in the **ESTIMATED ATTENDANCE** box provided below.
- ✓ **Here is how it works:** After your registration has been processed you will receive a packet prior to your scheduled visit which will include a confirmation and a list of friendly reminders.
- ✓ Bring a single payment on the day of the field trip. Payment may be made by one of the following methods VISA, MasterCard, Discover, check, or purchase order. Purchase orders must be present at time of payment.
- ✓ Please retain a photocopy of this form to accompany you on the day of your trip. Upon arrival present this form completed with an exact count of participants with the total admission, ride and/or education fees due.
- ✓ Please send only one adult to the gate to pay admission, ride fees and/or program fees. Students should be supervised and kept on the bus away from the road as the group awaits admission. Please note payment being made with single bills or loose coin currency will have to be verified and this will detain your group's admission into the zoo. Having payment in as large a denomination as possible will expedite your entry.
- ✓ It is the responsibility of the contact person to have their group organized and informed of zoo policies before their Zoo visit. The zoo will not be responsible for distributing your tickets.

## CONTACT INFORMATION SECTION

### PLEASE PRINT CLEARLY AND MAIL TO:

Erie Zoo/ Attn: Nakeisha Santillan- Admissions Department  
P.O. Box 3268 Erie, PA 16508

Contact Person's Name \_\_\_\_\_

Daytime Phone (\_\_\_\_\_) \_\_\_\_\_ Other Phone (\_\_\_\_\_) \_\_\_\_\_

\*Fax(\_\_\_\_\_) \_\_\_\_\_

\*Email \_\_\_\_\_

*\*Required area. All confirmations of receipt of registration will be faxed or emailed.*

Organization/School Name: \_\_\_\_\_

Organization/School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Billing Address (if different than organization's address or if paying by credit card please include cardholder's name and full address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Grade(s) \_\_\_\_\_ Date of Visit \_\_\_\_\_ Rain Date \_\_\_\_\_ Arrival Time \_\_\_\_\_

### Receipt of Confirmation:

Your confirmation will be emailed or faxed to you. Please bring your confirmation accompanied with your registration request form on the day of your field trip. If you have not received your confirmation within two weeks from the date of the order, Please call the Admissions office at 814-864-4091 EXT. 222

## ESTIMATED ATTENDANCE SECTION

To help us better serve you; please indicate an estimated total of your group. This enables us to prepare for high attendance days by providing additional staff and /or other services.

Total Number of Adults 13 & Up: \_\_\_\_\_

Total Number of Children 2-12: \_\_\_\_\_

Total Number of Safariland Train Rides: \_\_\_\_\_

Total Number of Wildlife Carousel Rides: \_\_\_\_\_

*On the day of your selected trip date you will however need to provide the gate attendant with the exact count of participants filled in the **ADMISSION & RIDE FEES SECTION** located below.*

## ADMISSION & RIDE FEES SECTION

**MEMBERS:** In order for Zoo members to receive free admission you must provide a list of people who will be using their Erie Zoo membership cards. Please include this list with payment.

The list must include (example):

Member's Name	Member's I.D. #:	# of Adults	# of Children
Ted E. Bear	#020278	2	2

**On the day of your trip please enter the exact number of guests under the appropriate categories:**

**Total # of People attending = \_\_\_\_\_**

Admission: Adults ages 13 & over \_\_\_\_\_ x \$4.00 = \$ \_\_\_\_\_ +

Admission: Children ages 2 -12 \_\_\_\_\_ x \$3.00 = \$ \_\_\_\_\_ +

Admission: Free Chaperones \_\_\_\_\_ x \$0.00 = \$ \_\_\_\_\_ +

**(1 FREE ADMISSION for 1 Chaperone for every ten paying children ages 2-12. i.e. If you have 48 paying children you will receive 4 FREE admissions for Chaperones)**

Admission: Zoo Members 2 & over \_\_\_\_\_ x \$0.00 = \$ \_\_\_\_\_ +

**(Please note you must provide the zoo with a list of zoo members see example of list above.)**

Admission: Special-Needs Children \_\_\_\_\_ x \$0.00 = \$ \_\_\_\_\_ +

Admission: Special-Needs Aides \_\_\_\_\_ x \$0.00 = \$ \_\_\_\_\_ +

**(Only one REQUIRED aid per Special-Needs Child Admitted FREE)**

Ride: Safariland Train Rides \_\_\_\_\_ x \$1.50 = \$ \_\_\_\_\_ +

Ride: Wildlife Carousel Rides \_\_\_\_\_ x \$1.50 = \$ \_\_\_\_\_ +

**(ONLY Children 23 months and under are FREE on the train and carousel when accompanied with a paying adult. Chaperones only receive free admission and will need to purchase ride tickets if necessary.)**

Educational Programs Fees \_\_\_\_\_ = \$ \_\_\_\_\_ +

**= TOTAL FEES \$ \_\_\_\_\_**

***Please note: This form is for Educational Groups paying on the day of their trip. Advanced orders must be on the Advanced Sale Form on the following page.***

## OFFICE USE ONLY:

Date Post Marked:	Date Received:	Date Mailed:



# EDUCATIONAL GROUP ADVANCED SALE REGISTRATION REQUEST FORM

## REGISTRATION INFORMATION SECTION

✓To qualify for the Educational Group Rate Advanced Sale wristband package you must submit a registration form three weeks before desired trip date. You must represent an education facility or non profit agency. One payment must be made for all guests in the group, and there must be 10 or more admissions purchased. Persons using coupons, membership cards or children under the age of 2 cannot be included in the count of 10.

✓Please complete ALL sections of this form and mail to the zoo with payment. Payment may be made by VISA, MasterCard, Discover, check, or purchase order. Payment must be received at least 3 weeks prior to receive an Advanced Sale Ticket Package, which includes wristbands and private-entry through the Easy Entry Admissions Gate.

✓Here is how it works: After your order has been processed you will receive a packet prior to your scheduled visit which will include wristbands and a list of friendly reminders. These wristbands must be worn by each and every member of your group. Anyone not wearing a wristband will be required to pay the regular admission rate at the Main Admission Gate.  
✓It is the responsibility of the contact person to have their group organized and informed of zoo policies before their Zoo visit. The zoo will not be responsible for distributing your wristbands.

✓If you are unable to meet the 3-week deadline to pay fees please still register three weeks in advance by calling Nakeisha Santillan (814) 864-4091 Ext. 222. At this time Nakeisha will be able to schedule an appointment no later than three business days before your planned trip to pay in person. **NO CASH PLEASE. The zoo office is open between the hours of 8 a.m. and 5 p.m. Monday through Friday. Walk-ins are not accepted. You must make an appointment.**

## CONTACT INFORMATION SECTION

### PLEASE PRINT CLEARLY AND MAIL TO:

Erie Zoo/ Attn: Nakeisha Santillan- Admissions Department  
P.O. Box 3268 Erie, PA 16508

Contact Person's Name \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Other Phone (\_\_\_\_) \_\_\_\_\_

\*Fax(\_\_\_\_) \_\_\_\_\_

\*Email \_\_\_\_\_

*\*Required area. All confirmations of receipt of registration will be faxed or emailed.*

Organization/School Name: \_\_\_\_\_

Organization/School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Billing Address (if different than organization's address or if paying by credit card please include cardholder's name and full address):  
\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Grade(s) \_\_\_\_\_ Date of Visit \_\_\_\_\_ Rain Date \_\_\_\_\_ Arrival Time \_\_\_\_\_

## ADVANCED SALE POLICY

- ✓A handling fee of \$10 will be subtracted from cancellation refunds.
- ✓Refunds will not be issued for absent students or chaperones.
- ✓Wristbands issued for a Zoo visit, which is subsequently cancelled by group, may be used when the group visit is rescheduled within the same calendar year.
- ✓Once your Advance Sale Request Form has been fully processed, any additional wristbands needed must be purchased in groups of 10 or more. Those in your group not having made presale arrangements will be charged full admission and ride rates before entering the zoo.
- ✓Once you have received your package please confirm number of bands sent with your request form. Any shortages must be reported within three business days of receiving the order, otherwise the order will be considered complete.

## ADMISSION & RIDE FEES SECTION

**MEMBERS:** In order for Zoo members to receive free admission you must provide a list of people who will be using their Erie Zoo membership cards. Please include this list with payment. The list must include (example):

Member's Name	Member's I.D. #:	Adult	Child
Ted E. Bear	#020278	x	x

**Enter the exact number of guests under the appropriate categories:**

### Zoo RED Admission Wristbands

(Children 23 months and under qualify for FREE Admission. They do not require a wristband)

Admission: Adults ages 13 & over \_\_\_\_\_ x \$4.00 = \$ \_\_\_\_\_ +

Admission: Children ages 2 -12 \_\_\_\_\_ x \$3.00 = \$ \_\_\_\_\_ +

Admission: Free Chaperones \_\_\_\_\_ x \$0.00 = \$ \_\_\_\_\_ +

1 FREE admission for 1 Chaperone for every ten paying children (i.e. If you have 48 paying children you will receive 4 FREE admissions)

Admission: Zoo Members 2 & over \_\_\_\_\_ x \$0.00 = \$ \_\_\_\_\_ +

Admission: Special-Needs Children \_\_\_\_\_ x \$0.00 = \$ \_\_\_\_\_ +

Admission: Special-Needs Aides \_\_\_\_\_ x \$0.00 = \$ \_\_\_\_\_ +

(Only one REQUIRED aid per Special-Needs Child Admitted FREE)

Please check the box next to the option you wish to purchase:

- Zoo GREEN Admission & Safariland Train Wristbands **or**
- Zoo YELLOW Admission & Wildlife Carousel Wristbands

ONLY Children 23 months and under qualify for FREE admission and FREE train & carousel rides when accompanied with a paying adult. They do not require a wristband)

Combo #1: Adults ages 13 & over \_\_\_\_\_ x \$5.50 = \$ \_\_\_\_\_ +

Combo #1: Children ages 2 -12 \_\_\_\_\_ x \$4.50 = \$ \_\_\_\_\_ +

Combo #1: Free Chaperones \_\_\_\_\_ x \$1.50 = \$ \_\_\_\_\_ +

1 FREE ADMISSION for 1 Chaperone for every ten paying children (i.e. If you have 48 paying children you will receive 4 FREE admissions)

Combo #1: Zoo Members 2 & over \_\_\_\_\_ x \$1.50 = \$ \_\_\_\_\_ +

Combo #1: Special-Needs Children \_\_\_\_\_ x \$1.50 = \$ \_\_\_\_\_ +

Combo #1: Special-Needs Aides \_\_\_\_\_ x \$1.50 = \$ \_\_\_\_\_ +

(Only one REQUIRED aid per Special-Needs Child Admitted FREE)

### Zoo BLUE Admission, Safariland Train & Wildlife Carousel Wristbands

ONLY Children 23 months and under qualify for FREE admission and FREE train & carousel rides when accompanied with a paying adult. They do not require a wristband)

Combo #2: Adults ages 13 & over \_\_\_\_\_ x \$7.00 = \$ \_\_\_\_\_ +

Combo #2: Children ages 2 -12 \_\_\_\_\_ x \$6.00 = \$ \_\_\_\_\_ +

Combo #2: Free Admission Chaperones \_\_\_\_\_ x \$3.00 = \$ \_\_\_\_\_ +

1 FREE ADMISSION for 1 Chaperone for every ten paying children (i.e. If you have 48 paying children you will receive 4 FREE admissions)

Combo #2: Zoo Members 2 & over \_\_\_\_\_ x \$3.00 = \$ \_\_\_\_\_ +

Combo #2: Special-Needs Children \_\_\_\_\_ x \$3.00 = \$ \_\_\_\_\_ +

Combo #2: Special-Needs Aides \_\_\_\_\_ x \$3.00 = \$ \_\_\_\_\_ +

(Only one REQUIRED aid per Special-Needs Child Admitted FREE)

Educational Programs Fees = \$ \_\_\_\_\_ +

= TOTAL FEES \$ \_\_\_\_\_

## PAYMENT SECTION

- Check # \_\_\_\_\_ (Make payable to Erie Zoo)
- Purchase Order# \_\_\_\_\_ (Groups wanting to be invoiced must present purchase order before order is processed. Purchase orders cannot be adjusted. If adjustment is needed, you will need to use a new purchase order or additional funds.)



Circle Card

Card No: \_\_\_\_\_

Expiration Date: (mm/yr) \_\_\_\_ / \_\_\_\_

Signature \_\_\_\_\_

Please note that card holders name and address needs to be provided in the Contact Information Section.

OFFICE USE ONLY:

Date Post Marked:	Date Received:	Date Mailed: