

# SOTTERLEY PLANTATION FIELD TRIP RESERVATION FORM

SCHOOL NAME:  State:  County:

Public  Private  Title 1  School Phone:  FAX:

School Address:  Zip Code:

Contact Person:  Position:

Contact's phone:  Contact's e-mail:

DATE OF TRIP:  GRADE LEVEL:  NUMBER OF STUDENTS:

NUMBER OF TEACHERS:  NUMBER OF CHAPERONES:

Number of students with physical or learning disabilities included in number above:

Program Name: Click and Choose ONE

Arrival Time:  Departure Time:  Eating lunch on site? YES  NO

Cost—St. Mary's County Schools \$4.00 per student.

Cost--- Out of County Schools \$8.00 per student.

Cost---Out of County Title 1 Schools \$6.00 per student.

Teachers and school staff including bus drivers are free.

ONE Chaperone for every 10 students is free.

Cost--All other accompanying adults and children pay student price.

## ADDITIONAL INFORMATION AND POLICIES

1. Sotterley will not confirm your date until we have received your completed and signed reservation form.
2. Final payment for the confirmed number of participants is due and payable upon arrival at Sotterley unless other arrangements are made in advance. Checks should be made payable to Historic Sotterley, Inc.
3. There is limited access for people with disabilities in some locations at Sotterley. Please call in advance for full access details.
4. Please wear comfortable shoes and clothes appropriate for weather. Programs take place rain or shine in all seasons. Sotterley Programs adapt for conditions.

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## CANCELLATION POLICY:

Sotterley will not cancel because of weather unless entire school systems are closed.

Please--Cancellation must occur within 48 hours of appointed date and time.

Sotterley reserves the right to charge a deposit to reschedule groups that fail to cancel in time except for extreme or extraordinary circumstances.

## PHOTOGRAPHS

Classes who are on site sometimes are photographed during the class for Sotterley marketing. If permission is NOT granted for such photos, notification must be given to Sotterley in advance.

By returning this signed reservation form, you are agreeing with all fees, terms, and conditions. You may return electronically to [education@sotterley.org](mailto:education@sotterley.org) , or print to use mail or fax.

\_\_\_\_\_  
Signature (Contact Person Teacher or Administrator)      Date: \_\_\_\_\_

**Thank you! We look forward to your visit.**

