



SCHOOL FIELD TRIP RESERVATION FORM

Please complete (the **blue** portions) and return this form to info@fort-ticonderoga.org.

You will receive a confirmation after this completed form is returned and processed.

Call (518) 585-2821 if you have any questions.

THE FOLLOWING LINKS MIGHT BE HELPFUL AS YOU PLAN YOUR FIELD TRIP TO FORT TICONDEROGA:
[Daily Schedule](#) [Museum Exhibits](#) [King's Garden](#) [Calendar](#) [Dining & Shopping](#) [Hours & Directions](#) [Mount Defiance](#) [Hiking Trails](#)
[School Field Trips](#) *Other helpful links are embedded in the form.*

GENERAL INFORMATION	
<p>To receive the school field trip rate:</p> <ul style="list-style-type: none"> your group must be 10 (or more) people you must provide the following information 48 hours (or more) in advance of your visit. 	
Today's date	
Visit date	<i>Please keep in mind some programs (see page 2) fill quickly. Check program availability for the date/time you plan to visit.</i>
Anticipated arrival time	

SCHOOL INFORMATION						
Name of School				Grade level		
School address	Street			City/state	Zip	
Number of students		General admission (does not include special programs, Carillon tours, lunch): \$6 per student 1 free adult admission per 5 students \$14 per additional adult IMPORTANT: Student admission costs can be paid separately from the adult admissions; however all (applicable) adult admissions for your Field Trip must be paid together rather than individually. Thank you for your cooperation.				
Number of adults (include teachers and chaperones)						
Contact person						
Contact phone number						
Contact Email address						
Field Trip Leader (if different from contact person)	<i>This person will be responsible for checking in and for making payment arrangements upon arrival.</i>					
Field Trip Leader contact information						

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LUNCH OPTIONS			
Please indicate if your group plans to have lunch during their visit to Fort Ticonderoga			
Boxed lunches available for purchase. Lunches include a sandwich, chips, bottled water, cookie or brownie. <i>Flat fee. (plus 8% NYS sales tax)</i> <i>Request selection sheet from Group Tour coordinator.</i>	Y	N	
Bring your lunches and picnic in Fort Ticonderoga's Picnic area	Y	N	
Special requests			

PROGRAMMING OPTIONS						
These are programming options you may select from to enhance your Field Trip experience:						
To Act as One United Body <i>15-student minimum</i> <i>Please check availability on our website.</i>	\$10 per student (<i>includes general admission</i>)	10am	11:30am	Y	N	
Carillon Boat Cruises <i>Please check availability on our website.</i>	<i>Select a time.</i> <i>Special rates apply to school groups. \$25 per adult; \$15 per student (includes general admission to Fort Ticonderoga). \$12 per student IF special grant is funded. Please inquire..</i> <i>Deposit required.</i> <i>The Carillon is not handicap accessible. Please inquire if you/your group have physical limitations.</i>	10:30am	1pm	3:30pm	Y	N
Canoe Rentals <i>Call (518) 585 2821 for availability.</i>	Group rate: \$25 for 3 or more hours; \$15 for fewer than 3 hours. <i>Paddles, boating vests provided; Max. 4 people/canoe; 7 canoes. No rentals after 2:30.</i>			Y	N	
Historical Introductory Tour given by our expert museum staff.	<i>Please select one:</i> 15-min introduction \$3 per person (<i>Plus general admission</i>) 30-min introduction \$6 per person (<i>Plus general admission</i>) 45-min introduction \$8 per person (<i>Plus general admission</i>)	What time would you like your tour ?		Y	N	
Discovery Bags <i>Request an order form from the Group Tour Coordinator</i>	Costs vary, depending on the Discovery Bag content(s). These include a tasteful selection of souvenirs, and are conveniently prepared by Fort Ticonderoga Museum store staff, so your students can maximize their visit to Fort Ticonderoga.			Y	N	
Corn Maze <i>(Fall only)</i>	\$4 per student (<i>in addition to general admission and other programming</i>) <i>Select a time slot between 10am-2pm on Thursdays and Fridays only.</i>			Y	N	
Special requests						



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PAYMENT INFORMATION

IMPORTANT: To receive the special group rate, **final payment must be made at the time of your visit.**

Tax exempt organizations: Please **send (via email) or bring tax exempt forms.** Otherwise we have to apply NYS Sales Tax to any Café or Museum Store purchase(s).

Also, you have to make **separate** payment for Admission, Café and Museum Store purchases. If you have any questions please ask the Group Tour Coordinator.

Business office at your school

Contact person	Telephone number	Email address

Indicate which method of payment you will use.

	CREDIT CARD <i>Visa, Master Card, Discover or American Express</i>	CASH PLEASE <i>do not use small bills and/or coins</i>	ONE BUSINESS CHECK <i>made payable to Fort Ticonderoga</i>
Student admission and programming			
Student Café purchases			
Discovery Bags			
Adult (chaperones/teachers) admission and programming			