



## SCHOOL FIELD TRIP RESERVATION FORM

Your reservation will be confirmed after this completed form is returned.

**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.*

<b>GENERAL INFORMATION</b>	
<b>To receive the school field trip rate:</b>	
<ul style="list-style-type: none"> <li>• <b>10 or more people</b></li> <li>• <b>Provide this form at least 48 hours in advance to your visit</b></li> </ul>	
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	

<b>SCHOOL INFORMATION</b>			
Name of School		Grade level	
School address	Street	City/state/zip	
Number of students		<b>General admission (does not include special programs, Carillon tours, lunch):</b> <b>\$6 per student</b> <b>1 free adult admission per 5 students</b> <b>\$14 per additional adult</b> <b>IMPORTANT: Student admission costs can be paid separately from the adult admissions; however all (applicable) adult admissions for your visit must be paid together rather than individually. Thank you for your cooperation.</b>	
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			
<b>Please indicate if your group plans to have lunch during their visit to Fort Ticonderoga</b>			
Boxed lunches available for purchase. Lunches include a sandwich, chips, bottled water, and a cookie or brownie. <i>Flat fee of \$9.50 (plus 8% NYS sales tax)</i> <i>Request selection sheet from Group Tour coordinator. Must be returned at least 1 week before scheduled arrival.</i>	Y	N	
Bring your lunches and picnic in Fort Ticonderoga's Picnic area	Y	N	
Special requests			

PROGRAMMING OPTIONS					
<b>These are programming options you may select from to enhance your Field Trip experience:</b>					
<b>To Act as One United Body</b> <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
<b>Carillon Boat Cruises</b> <i>Please check availability on our website.</i> <i>NOT available on Mondays</i>	<i>Select a time.</i> <i>Special rates apply to school groups. \$25 per adult; \$12 per student (includes general admission to Fort Ticonderoga).</i> <i>Non-refundable deposit required (\$4 per student; \$5 per adult)</i> <b><i>The Carillon is not handicap accessible. Please inquire if you/your group have physical limitations.</i></b>	10:30am	1pm	3:30pm	Y N
<b>Historical Introductory Tour</b> given by our expert museum staff.	<i>Please select one:</i> 15-min introduction <b>\$3 per person</b> ( <i>Plus general admission</i> ) 30-min introduction <b>\$6 per person</b> ( <i>Plus general admission</i> ) 45-min introduction <b>\$8 per person</b> ( <i>Plus general admission</i> )	What time would you like your tour?		Y	N
<b>Discovery Bags</b> <i>Request an order form from the Group Tour Coordinator</i>	<b>Costs vary, depending on the Discovery Bag content(s).</b> 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
<b>Corn Maze</b> <i>(Fall only)</i>	\$4 per student ( <i>in addition to general admission and other programming</i> )			Y	N
Special requests					

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**PAYMENT INFORMATION**

**IMPORTANT:** To receive the special group rate, **final payment is required at the time of your visit.**

**Tax-exempt organizations:** Please **send (via email) or bring tax-exempt forms.** Otherwise, NYS Sales Tax will be applied to any Café or Museum Store purchase(s).

**Separate payments are necessary for admission, America's Fort Café, and Museum Store purchases.**

**Business office at your school**

Contact person	Telephone number	Email address

**Indicate which method of payment you will use.**

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

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