

# PINEHAVEN FARM WYOMING, MN

We are excited to have you visit the farm! Please read our field trip policy and complete the payment form to facilitate check-in.

- The lead teacher shall print this form, fill out all information, including total number of students, teachers, chaperones & any extra family members.
- Our policy is one (1) free staff/teacher for every eight (8) children. All other staff and parent chaperones are the student rate. Children 2 and under are free.
- Payment may be made by cash, check, or credit card. Checks can be made payable to Pinehaven Farm.
- Please have your group stay on the bus until you have paid and completed check-in.
- {Fall Field Trips Only} Everyone in the group must have a Field Trip sticker. Field Trip stickers are good the day of your visit from 9am to 2pm ONLY.
- Bus and van drivers will receive a complimentary ticket to enter the farm.
- You may store your lunches near our big red barn until you are ready to eat; then you may choose tables in any of our seating areas.
- In the event Pinehaven Farm must close due to inclement weather we will call your contact person.

We look forward to seeing you at the Farm, where kids have FUN!

Sincerely,

*Jacque Hastings*

# PINEHAVEN FARM

**WYOMING, MN**

## PAYMENT FORM

Thank you for booking your group at Pinehaven Farms. To make your check-in process smoother and faster, we are providing this calculation form to be used on the day of your outing. Upon arrival, please take this completed form and your remittance to the cashier in the Admission Barn. Please don't hesitate to call us with any questions.

School/Group \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

<hr/> <b>Number of Stickers</b> <hr/>
<hr/> <b>Complimentary Driver Passes</b> <hr/>
<hr/> <b>Received By</b> <hr/>
<hr/> <b>Team Member &amp; Date</b> <hr/>

### Scheduled Field Trip

\_\_\_\_\_ Number of Children x \$ \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ Free Teachers/Staff = \$-----0-----

\_\_\_\_\_ Extra Staff/Parent Chaperones x \$ \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ Additional Family Members x \$ \_\_\_\_\_ = \_\_\_\_\_

Total = \_\_\_\_\_

Payment Method: Invoice \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Card \_\_\_\_\_