



# SCHOOL GROUP RESERVATION FORM

Knoxville Zoo Education Department  
PO Box 6040, Knoxville, TN 37914

865.637.5331 x350  
865.637.1943 fax  
zooed@knoxville-zoo.org

### Zoo Education Use Only

Confirmed \_\_\_\_\_

Visit Date \_\_\_\_\_

Check-In Time \_\_\_\_\_

Conf No. \_\_\_\_\_

Order No. \_\_\_\_\_

Notes \_\_\_\_\_

Revised 3/09

Institutions qualifying for school group rates are accredited schools, preschools, year-round daycares, head starts, and organized homeschools, *which pay and enter as a group*. Please return this form to the Zoo Education Department at least 3 weeks prior to your Zoo visit. This form cannot be used on the day of your visit.

Today's Date

Name of School

County

Mailing Address of School

Grade(s)

City

State

Zip

Contact Person

School Phone

Principal/Director Name

School Fax

Your Email Address

Zoo Visit Day and Date

Arrival Time

Use separate forms for separate dates and/or entry times. **DO NOT WRITE IN A RAIN DATE.** If you cancel or change your visit for any reason including inclement weather, please call the Zoo Education Department.

Approximate Number of Students: PreK - 8th Grade (\$6.00)

Approximate Number of Students: 9th Grade and up (\$8.00)

Approximate Number of Chaperones/Teachers/Parents (\$8.00)

One chaperone for every 10 students is required and admitted free. The Zoo Education Department will determine your number of required chaperones and subtract them from your total payment. **\*\*\*Prices are subject to change without notice.\*\*\***

Would you like to add an **EDventures!** Program?      Yes      No      (Zoo Staff will contact you to discuss details.)

Please Choose EDventures! Program Topic:

**LUNCHES:** You may bring your own lunch into the Zoo. Your group is responsible for transporting your own lunches. Lunches may not be handed out in the Admissions Plaza. Picnic tables are available on the Zoo grounds, but CANNOT be reserved. You MAY NOT leave the Zoo grounds for lunch, and then re-enter. Concessions are open year-round.  
**BOX LUNCHES:** Zooper Lunch Buckets are available to school groups when ordered 3 weeks in advance.  
**SELF-GUIDED SAFARIS:** Themes may be downloaded from our website at [www.knoxville-zoo.org/sgsafaris.htm](http://www.knoxville-zoo.org/sgsafaris.htm).

**ADMISSION POLICY:** Please pay admission fees for ALL students, siblings, teachers, chaperones, and parents at the front gate **IN ONE LUMP SUM** on your visit date. Knoxville Zoo does not bill or accept purchase orders.  
**DO NOT SEND PAYMENT WITH THIS FORM.**

**PLEASE READ AND SIGN:** As a group leader, I accept responsibility for the behavior and actions of the members of my group during their Zoo visit. I realize this is important in order to assure the well being of both the animals and visitors of the Knoxville Zoo. I understand that one chaperone or teacher must remain with each group of 10 students, regardless of their age level.

Signature

Evening Phone

Planning ahead can make a good field trip great! We recommend a three-hour visit to see the Zoo. The following information will be helpful in planning your trip. The Zoo Education Department can provide teachers with resources to develop materials and activities to meet your class learning objectives if requested.

**ZOO HOURS**                      Open year round.  
     Mid-April to Mid-October, open at 9:30am  
     Mid-October to Mid-April, open at 10:00am  
     Closing times vary seasonally.

**PARKING:**                      \$5.00 per vehicle  
     Buses park free.

**SCHOOL GROUP  
 ADMISSION FEES**              With advance reservations, **when paying as a group:**  
     Preschool - 8<sup>th</sup> Grade                      \$6.00  
     Grades 9 and up                                \$8.00  
     Teachers, chaperones, and parents      \$8.00  
     **One teacher or chaperone is required for every 10 students.**  
     **Required chaperones = front gate admission is free.**  
     *The Knoxville Zoo will not bill or accept purchase orders.*

| Regular Zoo Admission                        |         |
|--|---------|
| Adults                                       | \$16.95 |
| Children (2-12)                              | \$12.95 |
| Children under 2 are admitted<br><b>FREE</b> |         |

**KIDS COVE**                      Chaperones must accompany their groups into Kids Cove.  
     Carousel at Kids Cove: \$2.00 per ride or an all-day wristband for \$5.00.

**ENCOUNTERS**                      Memorial Day through Labor Day. Presentations led by Knoxville Zoo interpreters using biofacts and interactive activities to educate and interest visitors. Encounters are scheduled at various exhibits throughout the day. Check signs at Crossroads for times.

**BIRD SHOW**                      Mid-April through Labor Day. Shows Tuesday through Sunday, times vary seasonally. Located at the News-Sentinel Amphitheater: **FREE**. This conservation-oriented education presentation allows visitors to see birds from all over the world demonstrate their most impressive natural behaviors.

**CAMEL RIDES**                      Mid-April through Labor Day. Open at 10:30am. Cost: \$5.00 per person.

**GIFT SHOPS**                      Open year round. Chaperones must stay with their groups.

**CONCESSIONS**                      Open year round. You may bring your own food, but the Zoo is unable to store or transport lunches.  
     **Box lunches are available with 3 weeks advance notice.**

**PICNIC AREAS**                      Available on Zoo grounds. Tables cannot be reserved. The Safari Glen lawn located above the Bird Show Amphitheater is open for picnicking.

**STROLLERS  
 WHEELCHAIRS**                      Can be rented at the Zoo entrance. Cost: Single \$7.00, Double \$9.00.  
     Can be rented at the Zoo entrance. Cost: \$6.00.

**SEASONS**                              The months of April and May are very crowded at the Zoo. You might consider an autumn, winter, or early spring field trip. The Knoxville Zoo is open year round.

**SPECIAL NOTE**                      Please understand that special needs of the animals or weather conditions may result in last minute changes to your schedule. Extreme weather may result in rides and shows being cancelled.

\* Complete the enclosed School Group Reservation Form and mail or fax it to the Education Department at least 3 weeks in advance of your field trip date. **No reservations are made by phone.** You are not on our books for the special school group rates until we receive your form. You may be assessed a **\$10.00 fee** if you have not pre-registered.

\* You will be mailed a confirmation of your date, arrival procedures, a list of Zoo rules, and suggested Zoo visit activities. We are unable to call you to confirm receipt of faxes. Call the Education Department if you have not received your confirmation at least one week prior to your visit.

\* Inform all parents, teachers, chaperones, and students of the Zoo's admission policy. School group rates apply **ONLY** if the entire group pays in one lump sum. **Any group members paying individually will be charged regular FULL PRICE Zoo admission.** Don't forget that parking costs \$5.00 per vehicle and buses park free.

\* All cancellations and reservation changes (including rain dates) must be called in to the Education Department.

\* Zooper Lunch Buckets must be ordered 3 weeks in advance of your visit date. Please pay for your box lunch order in one lump sum at Safari Grill. **NO SHOWS for box lunches will be billed.**

# Lunch at the Zoo

## Express Service at a Great Price

### Zooper Lunch!

Munch on a hot dog, a bag of potato chips, sip from a juice box.  
Reusable 12 oz. souvenir cup with lid and straw included.

**Complete one form per group paying for Zooper Lunches.**

Number of box lunches @ \$5.46 each (including 9.25% tax) # \_\_\_\_\_

Number of box lunches @ \$5.00 each (tax-exempt\*) # \_\_\_\_\_

**\*TAX EXEMPT PURCHASES MUST BE PAID WITH SCHOOL / COMPANY CHECK OR CREDIT CARD IN COMPLIANCE WITH TENNESSEE STATE LAW. MAKE CHECKS PAYABLE TO KNOXVILLE ZOO. A COPY OF TAX EXEMPTION / RESALE CERTIFICATE MUST ACCOMPANY YOUR PAYMENT OR INCLUDE CERTIFICATE WHEN MAILING OR FAXING YOUR ORDER.**

|                           |       |       |   |
|---------------------------|-------|-------|---|
| PICKUP TIME (Circle ONE): | 10:30 | 11:30 | Add souvenir bucket @ \$1.00 each?<br>Number: _____ |
|                           | 10:45 | 11:45 |   |
|                           | 11:00 | 12:00 | Amount: \$_____                                     |
|                           | 11:15 | 12:15 |   |

Box lunch order must be paid in full at least 72 hours prior to your confirmed field trip date with a school check or school credit card. Tennessee state law does not allow the payment of tax-exempt purchases with cash, personal check, or personal credit card.

Changes to the number of lunches, including canceling or rescheduling, must be called in to Guest Services, 865.637.5331 x303, at least 48 hours in advance.

No substitutions will be allowed.

**Pick up Zooper Lunches at Safari Grill.**

Please make a copy of this form for your records.

VISIT DAY AND DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_ SCHOOL PHONE (\_\_\_\_) \_\_\_\_\_

CONTACT \_\_\_\_\_ CELL (\_\_\_\_) \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

**NO SHOWS FOR RESERVED BOX LUNCHES WILL BE BILLED.**

**Expires: 7/31/2010**

You may not leave zoo grounds to purchase off-site lunches and then re-enter zoo grounds. No outside fast food deliveries are permitted. Our concessions are open year round for your enjoyment.

To order Zooper Lunches, fax or mail this form with tax-exempt certificate 3 weeks prior to your visit to:  
Knoxville Zoo / Attn: Guest Services / PO Box 6040 / Knoxville, TN 37914  
**FAX: 865.637.1943**



# SCHOOL PACKS 2008-2009

A field trip to the Zoo just isn't complete without a trip to the Zoo Shop! Teachers and students are always welcome in any of the Zoo stores. Knoxville Zoo does offer two souvenir **School Packs** as a convenience to teachers and chaperones. It is the easy way for every student to take home a Zoo souvenir.

**School Packs** contain the following (items may be substituted due to availability). Prices do not include tax.

\$5.00 Packs: Knoxville Zoo pencil, notepad, fan, mask, finger puppet, pincher, snake, yo-yo, paddleball, kickball, animal putty, and Knoxville Zoo playing cards.

\$10.00 Packs: All \$5.00 pack contents **PLUS** animal key chain, animal visor, "Monkeys in a Barrel" game, and stickers.

### **ALL PROCEEDS FROM ZOO STORES GO TO SUPPORT THE ANIMALS IN OUR CARE.**

All **School Packs** are discounted. All **School Packs** must be picked up at the Zoo Shop and paid for together. Schools that wish to purchase tax-exempt School Packs must present a copy of tax exemption/resale certificate and pay with school check or school credit card. Tax-exempt purchases may not be paid with cash, personal check, or personal charge. If you are not a tax-exempt institution, you must pay TN state sales tax.

A copy of the tax-exempt certificate may be faxed or mailed with the order at the time it is submitted.

To order **School Packs** for your field trip, please fax or mail this form to the Zoo prior to your visit. Ordering in advance assures that your packs will be ready when you are. Pay when you pick up **School Packs** at the Zoo Shop. Make checks payable to Knoxville Zoo or use Visa, Mastercard, Discover, or American Express credit cards. To make changes to an existing order, please call 865.637.5331 x384.

Knoxville Zoo, Attn: Guest Services  
PO Box 6040, Knoxville, TN 37914  
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Advance ordering is preferred but you may also present this form at the FRONT GATE upon your ARRIVAL to the Zoo.

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### **PLEASE FILL OUT ONE FORM FOR EACH GROUP PAYING FOR SCHOOL PACKS.**

VISIT DAY AND DATE \_\_\_\_\_ 8.08/7.09  
NAME OF SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_  
CONTACT \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
SCHOOL ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

#### **TAX-EXEMPT ORDER**

\$5.00 x \_\_\_\_\_ # packs = \$ \_\_\_\_\_

\$10.00 x \_\_\_\_\_ # packs = \$ \_\_\_\_\_

#### **NON TAX-EXEMPT ORDER**

\$5.46 x \_\_\_\_\_ # packs = \$ \_\_\_\_\_

\$10.93 x \_\_\_\_\_ # packs = \$ \_\_\_\_\_

*\*Prices are subject to change without notice.*