

Important, Please Note: Groups scheduling more than one date, should fill out one copy of this form for each date scheduled.

# School Field Trip -- CONTRACT --



Thank you for choosing Colonial Chesterfield at Riley's Farm for your school's field trip. We hope you will enjoy your visit. This agreement will help ensure the success of your event. Please complete, sign and return one copy of this form with your deposit (Check or Money Order Only.) All checks should be made payable to "Colonial Chesterfield at Riley's Farm."

Contact Name Rcna Mason  
School/Group Name Three Rings Ranch Elementary  
Address PO Box 187  
City, State, Zip Beaumont, CA 92223  
Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Age Range/Grade 5th grade Number of Classes 4  
Date of Visit \_\_\_\_\_ Arrival Time 1:00  
Departure Time 1:00

Apx. Number of Autos \_\_\_\_\_ Number of Buses 2

Are you interested in costume rental information? \_\_\_\_\_

Field Trip (Check One): American Revolution  Civil War \_\_\_\_\_ Colonial Farm Life Adventure \_\_\_\_\_ Other \_\_\_\_\_

Number of Students 130 Number of Adults \_\_\_\_\_

Day Time Field Trip Price per person \_\_\_\_\_ (1 adult free for every 15 students; price includes "soldier's ration" snack)

Overnight Field Trip Price per person \_\_\_\_\_ (All Participants, 3 meals, day time field trip included)

Colonial Farm Life Adventure \$ 2 (2 Hours, Fall Season only)

Each Price this Field Trip 22.50

Total Field Trip Price 2925.00

Deposit (15%) 438.75 (Non Refundable. Required to reserve date.)

Final Balance \_\_\_\_\_ (Due on arrival)

Purchase Order # 2486.25 (Please Attach)

### Terms and Conditions

- Colonial Chesterfield at Riley's Farm (hereafter "CCRF") hosts many public as well as private events. The undersigned understands that Riley's Farm may not be exclusively occupied by named organization and that other schools and/or groups may participate in this field trip.
- The undersigned agrees to the following farm rules:
  - Animals: Do not feed or touch any of the animals on the farm, wild or domestic, unless directed otherwise by farm staff.
  - Wandering: When outside, please remain on the well-defined roads or pathways.
  - Equipment: Various farm implements, antique and modern, are employed by farm staff. Please do not touch or handle these machines, as serious injury may result.
  - Common Sense: Walk. Don't run. Please don't throw objects such as rocks and sticks. Please don't sit or lean on fences. Please stay clear of ponds and streams. Please don't climb on the trees.
- Payment Terms:** Your reservation date is not considered confirmed without receipt of your 15% deposit. The field trip balance must be paid on or before the date of your visit. If payment is made in full by \_\_\_\_\_ (date), a discount of \_\_\_\_\_ % will apply, resulting in an adjusted price of \$ \_\_\_\_\_.
- Cancellation:** Casting and staffing our living history programs requires significant advance investment of time, financial resources, and limited Farm capacity. No portion of the visit price, or any pre-payments, will be refunded, unless (a) CCRF, in its sole discretion, cancels your visit on the scheduled date because of inclement weather, road closures, wildfire, or other emergency conditions or force majeure events, in which case you may elect to have the visit price either applied to the price of a replacement visit or refunded in full; or (b) in the event of a cancellation requested by you, CCRF is able to re-book the visit slot. In which case your visit price will be refunded to the extent of the price received by CCRF for the replacement visit. Subject to the above, cancellation within 2 weeks of the scheduled date will require payment of the full visit price, and payment within 8 weeks will require payment of 50% of the visit price.
- Living History Impersonators:** CCRF reserves the right to vary the number of costumed interpreters in proportion to the number of students.
- Unless pre-approved by CCRF, the tour begins promptly at 10:00 AM. No portion of the tour will be repeated for late arrivals.
- This contract is the entire agreement between you and CCRF with respect to your visit and supersedes all prior agreements and communications, if any, oral or written, between you and CCRF. Any modifications to this contract must be executed in writing by you and CCRF.

I, the undersigned, agree to all of the terms and conditions of this contract. I have read this agreement and have retained a copy of it. I have authority to sign for the above named organization.

Date: \_\_\_\_\_ Approved \_\_\_\_\_  
(Authorized Signature)

\* If your school district or organization cannot arrange to pay before your trip begins, we offer a separate price \$4 more per participant, with the understanding that the total field trip amount will be due and payable within 30 days of your visit. A \$50.00 late fee and 1.5% interest charge, compounded monthly, will apply to any balance remaining unpaid after 30 days.

PLEASE DO NOT OVERBOOK. Refunds for no-shows will be limited to 10% of the total contract price.

**Riley's Farm**  
12261 South Oak Glen Road  
Oak Glen, California 92399

909-797-7534  
info@rileysfarm.com  
www.rileysfarm.com

# INVOICE

**Date**  
2019-06-17

**Invoice Number**  
119446

**P.O. Number**

**Three Rings Ranch Elementary**  
PO Box 187  
Beaumont, CA 92223

**Terms**  
See Below

**Attention: Rena Mason**

Field Trip Date: 2020-03-06 Arrival Time: 10:00 AM

### **Tour or Program Description**

Revolutionary War Field Trip Adventure--  
Student/Child Admissions  
Revolutionary War Field Trip Adventure--Adult  
Admissions  
Free Admissions

<b>Qty</b>	<b>Price</b>	<b>Total</b>
130	\$22.50	\$2,925.00
	\$22.50	\$0.00
8	\$ 0.00	\$ 0.00
<b>Total Price:</b>		\$2,925.00
<b>Pre-Payments:</b>		\$438.75
<b>Total Field Trip Balance:</b>		\$2,486.25

### **Field Trip Description:**

This field trip is a living history exploration of the American Revolutionary War with 6-8 dramatic and cultural workshops, a light lunch, and two mock battle scenarios. The field trip normally begins at 10:00 AM and concludes between 1:30 and 2:00 PM.

**Please note: reservations are not considered confirmed until we receive your deposit payment and reservation contract. Thank you.**

**Dear Teachers, Parents and Group Leaders:**

You can save 4% terms discount or

**\$117.00!**

if paid in full before **December 21, 2019.**

Call us for questions and details.

Sheri Shields, 909-790-TIME. (You can also make payments at <http://www.rileysfarm.com/ftpay>.)

### **Terms and Conditions**

1. Terms: 15% of the total field trip invoice price is due upon receipt in order to hold your reservation date. Please note: all pre-payments are non-refundable. Your final balance must be received by cash, check, or credit card before or upon arrival.
2. Weather: In very rare cases, Colonial Chesterfield at Riley's Farm reserves the exclusive right to cancel the field trip due to weather conditions that would impede vehicle access. In such an event, pre-payments will be refunded or applied to another field trip date at your discretion. Weather cancellations will be announced via a voice mail message at 909-797-7534 four hours prior to the schedule beginning of your field trip. Colonial Chesterfield at Riley's Farm will not be responsible for transportation or other losses caused by weather cancellations.
3. Please do not overbook. Refunds for no-shows are limited to 10% of your total contracted amount.
4. Please confirm that you are being invoiced for the tour and era you reserved.
5. If you bring additional guests, over and above the invoice amount, please make arrangements to pay for the additional guests on the day of your field trip, and please notify Colonial Chesterfield of your additional total at least 7 business days before your trip.
6. Unless otherwise noted, this price reflects a discounted price extended to customers who make arrangements to pay on or before the field trip date. If we are required to invoice against a purchase order after the field trip, an additional charge of \$4.00 per admission will be charged.