

THE SHERMAN MUSEUM MOBILE FIELD TRIP -- FEES AND CONDITIONS

Driving Distance from The Sherman Museum:

- UNDER 20 miles..... \$45 hour*
- 21-30 miles.....\$55 hour*
- OVER 30 miles.....\$65 hour*

*1 hour minimum. Additional hours: \$40 each hour.

Class size Fees:

- No fee for first 30 students.
- For classes/groups of 31 – 60 students an additional \$10 fee (per hour) will be charged.
- Prices for classes/groups over 61 students will be arranged on a per event basis.

Payment Terms:

- A non-refundable down payment of \$30 is due upon initial application to start the process.
- No field trip dates are final until the Museum is in receipt of the down payment.
- Down payment amount will be credited toward final payment balance.
- The Museum will send you an invoice for the balance. Your balance is due one week before the field trip event, unless other arrangements are made.
- Last minute changes to the field trip (e.g., same day fees for additional hours or students) will be billed after the event.

Cancellation Policy:

- Contact the Museum as soon as possible (minimum, one week ahead of planned visit) if you need to cancel your field trip.
- Your down payment is non-refundable, but every effort will be made to move the field trip to a more convenient date and apply your previous payment to the new date.
- Should the Museum need to cancel your field trip for any reason, your down payment will be fully refunded. The Museum will offer to schedule a new date at a 25% discount.

Supervision Requirements:

- Teachers are required to stay with their classes.
- One adult supervisor/chaperone is required for every 15 students.