



Today's date: _____

School Tour Reservation Form

Email completed form to Amber Clement at aclement@archway.org

Name of school:	_____
School System:	_____
Name of school contact:	_____
Contact phone number:	_____
Email address:	_____

Preferred Date and Time		
1 st choice – Date:	_____	Time - Arrive: _____ Depart: _____
2 nd choice – Date:	_____	Time - Arrive: _____ Depart: _____
3 rd choice – Date:	_____	Time - Arrive: _____ Depart: _____

How many should we expect?	
_____ Students _____ Parents _____ Teachers = _____ Total	Grade level(s): _____
Student rates: Elementary \$5/each; High School \$6/each; College \$8/each	
If you use one form of payment for the entire group, the student rate applies to everyone in the group.	

If you are coming from a Nebraska school, do we have your Form 13, Exempt Sale Certificate on file? _____
If we don't have Form 13 on file, you MUST email one before your field trip or you will be charged tax.
Email to Amber Clement at aclement@archway.org .

Do you plan on having lunch at the Archway? _____ YES _____ NO
Lunch: _____ Inside _____ Outside
Lunch in the Archway Event Room and Picnic Shelter are subject to the availability of these spaces.
Do you plan on visiting the gift shop? _____ YES _____ NO
Additional activities: _____