

# Itty Bitty City



## Field Trip Request Form

Email to: [hayley@ittybitty.city](mailto:hayley@ittybitty.city)

Contact and Billing Information	
Organizer Name	
Grade/Age Level	
School or Organization	
Phone	
Email	
Address	
Payment Method (due day of visit)	
Group Information	
Adults* *1 Free adult for every 4 children	_____ x \$0 = \$0
Additional Adults	_____ x \$2 =
Number of Children	_____ x \$6 =
	Total Cost: _____
Booking Information	
Date of Field Trip (Email <a href="mailto:Hayley@ittybitty.city">Hayley@ittybitty.city</a> for availability)	
Begin and End Time of Field Trip (3 hours max)	
I accept responsibility for all field trip policies. (see page 2)	(signature)
If you are tax exempt, please submit your tax exempt letter with your form.	
<b>Please bring a completed paper waiver for each child in your group.</b>	

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## Field Trip Policies

- Reservations should be made at least 7 days in advance.
- In order to receive field trip rates, groups must have a minimum of 10 children, arrive all at the same time, pay in one bulk payment, and leave all at the same time.
- Field Trip time is limited to 3 hours unless additional time is purchased.
- Maximum capacity for a field trip group is 80.
- Groups must follow all policies of Itty Bitty City. This should be communicated to all teachers and chaperones prior to arrival. Itty Bitty City reserves the right to require any group to leave without refund if policies are not followed or if a group is destructive.
- All field trip attendees must have a signed waiver on file in order to enter Itty Bitty City.
- Adults are required to stay with children and supervise/interact with them. We do not currently have a minimum adult to child ratio, but field trip organizers are responsible for ensuring that there are enough adult attendees to properly supervise children in an open-play setting, taking into account the age and abilities of the group.
- Admission will be charged for all children who visit with the field trip, including siblings.
- Discounts and coupons do not apply to field trips.
- To expedite entry, please have a complete head count, waivers, and payment gathered and ready upon arrival.
- If your group arrives late, the total field trip time may need to be shortened based on the day's schedule.
- Our birthday party room can be utilized as a lunch room. The room has limited availability and must be booked in advance. It is \$25 per hour of use, with a capacity of 35 children at a time.

Itty Bitty City  
3640 S. Campbell Avenue  
Springfield, MO 65807

417-202-2025  
hayley@ittybitty.city  
<http://ittybitty.city>