



ZOO
knoxville

FIELD TRIP RESERVATIONS

3500 Knoxville Zoo Drive
Knoxville, TN 37914
865.637.5331 Ext.1443
Fax 865.935.8541

Completed Reservation Forms are due 2 weeks prior to zoo visit.

fieldtrips@zooknoxville.org

Qualifying Groups

- Accredited Schools
- Preschools
- Year-round Daycares
- Headstarts
- Organized Homeschool Co-ops

Admissions Policies

- Payments must be made at the Ticket Booth in **one lump sum** on the day of your visit.
- Refunds are given by check only and are mailed after your visit.
- Purchase orders are not accepted.
- Groups will not be invoiced, all payments are processed prior to zoo entry on trip day.
- Adults visiting with your group but not included on the group order can purchase individual tickets for \$22 on Trip Day at the the Ticket Booth. Sibling Prices are \$14.
- Knox County Schools Receive Free Admission.
- Popular dates are capped and do fill up, don't wait to complete reservation!

Additional Info

- Tent Reservations, Education Programs, Rides, and Experiences are all additional to Admission Fees. All items are by reservation only and purchased together with one payment method at check in on trip day.
- Use separate reservation forms for separate dates/multiple visits.
- Cancellations and changes for any reason, including inclement weather, please email or call to reschedule.
- At least 1 chaperone or teacher must remain with each group of 10 students, regardless of age.
- Federal Title 1 Students receive an admission fee reduction allowance to visit Zoo Knoxville by submitting the School Group Admission Fee Reduction Form a minimum of 3 weeks in advance.
- Attendance numbers can be altered at check-in to accommodate small changes.



FIELD TRIP RESERVATION FORM

Today's Date: _____ School Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Contact Name: _____ Primary Contact Phone: _____

Primary Contact Email: _____ Principal/Director Name: _____

Requested Trip Date: _____ Grade(s): _____ Number of Busses: _____

Arrival Time: _____ Lunch Time: _____ Departure Time: _____

Please sign and acknowledge:

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 Zoo Knoxville. I understand that one chaperone or teacher must remain with each group of 10 students, regardless of age.

Signature: _____ Cell Phone: _____

Admission & Experience Fees

	Count	x	Cost	=	Total
Student PreK - 8th Grade:	_____	x	\$10	=	_____
Students 9th Grade & Up:	_____	x	\$12	=	_____
Federal Title 1 Students:	_____	x	\$0	=	_____
Free Teachers (1 per 10 students):	_____	x	\$0	=	_____
Bus Drivers:	_____	x	\$0	=	_____
Parents/Extra Adults:	_____	x	\$20	=	_____
Siblings (ages 3 - 12)	_____	x	\$14	=	_____
Carousel Rides:	_____	x	\$2	=	_____
Children's Train Rides:	_____	x	\$3	=	_____
Tent Lunch Space Reservation (per seat):	_____	x	\$3	=	_____
Edu. Program Reservation Fees (Page 3):	_____	x	_____	=	_____

Total Payment Due at Check in on Field Trip Day: _____

LEARNING PROGRAM RESERVATION FORM

School Name: _____

School Phone: _____

Date of Visit: _____ Arrival Time: _____

Day of
Contact Name: _____ Day of Phone: _____

Primary
Contact Email: _____

Program Types

All Programs have a 15 person minimum price

Check all preferred program types

Please visit www.zooknoxville.org/field-trips/ for program details

Science Concept Introduction Program

- 10-15 minutes
- Accommodates
15-150 Students
- \$1 per student

Classroom Program with an Animal Ambassador

- 45 minutes
- Accommodates
15-60 Students
- Limited to 3
programs per day
- Unavailable June -
August
- \$5 per student

Guided Tour for 8th Grade and Up

- 45 min portion of the
zoo
- Accommodates 15-35
students
- \$2 per student

Notes/Questions/Special Needs:

Age Group: _____

Number
of Children: _____

Number
of Adults: _____

Chaperones are invited but not counted in program pricing, numbers are needed due to fire code limits. Program prices are subject to change without notice.

Education Department Staff will contact you to schedule your program time and send a invoice by e-mail for your learning program. Payment will be collected at the Ticket Boo for all field trip activities and admission in one lump sum before you enter the Zoo Knoxville. Please bring a check made out to Zoo Knoxville. We cannot offer refunds after payment is received unless a program is cancelled by Zoo Knoxville. If you decide to cancel your program for any reason, please contact the education program as soon Knoxville does not bill or accept purchase orders.

Do not send payment with this form.

FIELD TRIP

FREQUENTLY ASKED QUESTIONS

What's Next?

Once Reservation Forms are processed, you will receive a confirmation email with trip information.

Additional Parents Or Siblings

As the group leader, it is your choice to include additional adults (over the included 1 free per 10 students) and siblings on your order for \$20/\$14. They may use their membership or purchase tickets at the Ticket Booth on trip day for \$22/\$14 by telling the booth they are part of your group.

Students With A Membership

Students may be included on a Family Membership, in which case the card (or a photo copy) should be presented at the Ticket Scanner during the entry. Teachers/students may carry/present the pass.

Payments

Payments for group activities (admission, experiences, and education programs) are due in one lump sum at check-in at the Ticket Booth. Guest counts are updated upon arrival. Checks can be made out to Zoo Knoxville.

Lunch Time/ Tent Reservations

Groups may bring in their own lunches/coolers to picnic in one of the first come first serve lunch spaces. Coolers can be stored at the Stroller Booth by the Zoo Entrance, groups are responsible for transporting their own lunches throughout the zoo. Event Tent Reserved Seating is available on select weekdays for \$3 per seat for a 45min lunch period starting at 10a, 11a, or 12p. Cooler Transport is included with Tent Reservations.

Do not pack drinks with disposable lids/straws (juice boxes/pouches), straws are dangerous to our animals and prohibited on Zoo Knoxville grounds.

Parking

Parents/chaperones should park in the lower parking lot upon arrival and walk to meet their bus at the Zoo Entrance. Groups check in at the Ticket Booth and pay \$5 parking fee per vehicle. Busses and large vans do not pay for parking, but should follow parking instructions to the Chilhowee Pond.

Seasonal Suggestions

As a mostly outdoor experience, check the weather and have all student dress accordingly for rain, wind, and temperature swings. Ponchos can be purchased in the Zoo Shop. Water bottles are encouraged.

Spending Money

Spending Money isn't a necessity to have fun at Zoo Knoxville, but is helpful for individual interests. Seasonally available Animal Encounters are \$2-\$5. Children's Train and Carousel Rides are \$4 per rider while Soaring Eagle Zipline Rides for those 47in+ tall are \$13. Rides are weather dependent and may close without notice. Pepsi Drink Machines offer \$3 items. A variety of Zoo Shop Souvenirs are available for \$10-\$20. Eateries throughout the park offer snacks and treats for \$10 and meals for \$15.

Entry & Exit Process

Busses arrive to Front Gate, Contact Teacher checks in at Ticket Booth while students unload with Zoo Staff to side gates. Contact Teacher distributes tickets to chaperones included on group order. All admission tickets are scanned during entry. Parents enter via main gate and reunite with students in the main plaza. Signing out students and passing out lunches must happen inside the Zoo Gates. To Exit, Groups will gather in main entry plaza. Allow at least 20min to load and exit. Zoo Staff will verify with Contact Teacher all guests are accounted for, Zoo Staff will release busses to leave the Parking Lot, pull to the roundabout and collect students. *Busses cannot wait for groups in roundabout due to fire lane restrictions.*

Groups Without Busses

Groups without busses gather by the Zoo Shop Exit, entrance gates and windows must remain clear.