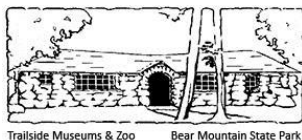


Trailside Museums and Zoo Group Visit Checklist

Group Visit Request Form: Please complete form (below) and submit per instructions

- x Environmental Educator Chris O'Sullivan will contact you to coordinate your visit.
- ☐ **Bus Permits:** After Chris confirms your visit, contact the Bus Permits Office to apply.
 - x Call 845-271-5743 to arrange
 - x Or, you can download an application from <https://parks.ny.gov/parks/bearmountain/details.aspx> and follow instructions.
 - x Free on weekdays between Labor Day and Memorial Day.
 - x A \$100 per bus fee (\$60 non-profit) is charged on all Weekends & Holidays, as well as weekdays between Memorial Day and Labor Day.
- ☐ **Admission:** \$1 per person donation
 - x Trailside relies on donations to help feed and care for our animals.
 - x Cash or check made out to 'Trailside Museums and Zoo' can be deposited in the donation box, just inside the zoo entrance.
 - x Feel free to use our Admission Form (below) to submit to your business office.
- ☐ **Rules:** Review Trailside's rules with students and adult chaperones
 - Picnicking and consuming food is prohibited at Trailside. Picnic groves are near Hessian Lake.
 - x Please be kind to our animals. No shouting. No annoying.
 - x Stay on the paved paths
 - x Minimum adult to child ratio is 1 adult to 10 children. Children must stay with adults. Adults are responsible for ensuring children are aware and follow the rules.
- ☐ **Apply for ConnectKids Field Trip Reimbursement Grant**
 - x All public schools in a district with a Title 1 school can apply.
 - x Visit <https://parks.ny.gov/environment/connect-kids/grant-program.aspx>
 - x Please email parksbusgrant@parks.ny.gov with any questions.
- ☐ **Merry-Go-Round rental:** 845-786-2731 x1006 or gia.mccarron@visitbearmountain.com
- ☐ **Questions?**
 - x Bear Mountain Park Office at 845-271-5739.
 - x Trailside Museums & Zoo: Chris O'Sullivan 845-942-3861 or chris.osullivan@parks.ny.gov



New York State
Parks, Recreation and
Historic Preservation



Trailside Museums & Zoo

Palisades Interstate Park Commission
P.O. Box 427
Bear Mountain, NY 10911
845-942-3861
845-786-0496 FAX

Group Visit Request and Admission Form

Contact: Chris O’Sullivan, Environmental Education, chris.osullivan@parks.ny.gov 845-942-3861

The Environmental Education Department schedules all visits to ensure a pleasant experience and avoid overcrowding. Once you complete and submit this form, then you will be contacted to follow up on scheduling. Make your plans at least 2 weeks in advance of your visit. **May & June are our busiest months. Book early.** We try to have educators stationed at exhibits when schools visit. Please encourage students to ask questions.

Please Note: If for any reason, your group’s plans change, please contact Chris O’Sullivan as soon as possible.

School or Group Name		
Contact Person		
Phone or cell number		
Email		
Name of Lead Teacher or Group Leader		
Cell Phone Lead Teacher or Group Leader		
Children Count		
Ages/Grades		
Adult Count		
Visit Date Choices (provide 2 or more)	Date: 1 st Choice	Date: 2 nd Choice
Proposed Arrival Time at Trailside (Opens at 10:00. Allow 20 minutes to walk from bus parking to Trailside’s front gate.)		
Tour Requested (Total group size, adults & children, must be less than 50)		
NO Picnicking permitted anywhere on Grounds of Trailside	Please initial _____	

Admission:

Admission donation is \$1 per person (children & adults). Please do not submit payment until you visit is approved.

_____ Check payable to Trailside Museums & Zoo (Put check in an envelope and deposit in donation box at Trailside entrance.

_____ Cash (Put cash in an envelope and deposit in donation box at Trailside entrance.)

_____ Credit Card (Please mail this form and payment to the address above, or [pay online](#).)

Credit Card Number		
Expiration Date / /	Security Code	
Name on Credit Card		
Billing Address (if different from mailing address)		
City	State	Zip
Signature		

Palisades Interstate Park Commission TAX ID Number: 13-1941505