



Community Outreach Tabling Information

Thank you for your interest in having NMWC at your Community Event! Please read the following Community Event Information & Policies. A completed and signed copy of the Community Event Request Form must be sent to:

New Mexico Wildlife Center, 19 Wheat St, Espanola, NM 87532

***email:* education@newmexicowildlifecenter.org**

***phone:* (505) 753-9505**

Our Community Outreach Education Table will include animal artifacts (skulls, feathers, pelts, etc.), wildlife information handouts, and a NMWC Educator with a live Ambassador Animal. If you would like us to highlight a specific topic, please indicate below.

Community Outreach programs are \$100-400/hour. Our Education Team will provide you with a program estimate upon receipt of the request form.

Reservations: Schedule early to help ensure your preferred date and time. All reservations are made on a “first-come, first-served” basis. **Two weeks advance registration is required.** Reservations are confirmed only when you receive an email from our education staff in response to your completed request form.

Mileage Fees: A mileage fee of \$0.54 per mile round trip from New Mexico Wildlife Center will be charged for all programs in addition to the base program fee.

Payments: Payment is due in full by the day of the program. Checks, cash or credit card (MasterCard or VISA) accepted. Make checks payable to NMWC. Persons scheduling programs are responsible for all fees. Checks returned for insufficient funds will be charged an additional \$35 fee.

Cancellations & Refunds: No refunds will be provided for events cancelled by the scheduling group. A full refund will be provided in the event that NMWC must cancel a program and no alternative date can be scheduled.

I have read, understand and agree to the terms on this page. The New Mexico Wildlife Center, its officers, volunteers, employees and any cosponsor of the activity shall be held harmless from and against all liability for accident or injury to participants arising out of participation in this program.

Signature: _____ Date: _____

Printed Name: _____



Community Outreach Tabling Request Form

Name of Organization

Organization Address

Event Name

Event Address
(if different from above)

Contact Person

Contact Phone

Contact E-mail

Number of Adults Number of Children Ages

Indoor or Outdoor Event?

Date of Event	Event Time Frame
<input type="text"/>	<input type="text"/>
NMWC's Arrival Time	NMWC's Departure Time
<input type="text"/>	<input type="text"/>

Please note that NMWC's standard education programs are 1 hour, longer programs are possible with an additional fee.

Are there any animals you would prefer we not include during the program?

Owls Snakes Other: _____

If there are any specific topics you'd like us to highlight at our table, indicate so here:

Any other things you'd like us to know?