



Guided Tour / Field Trip Information & Policies

Thank you for your interest in a field trip to NMWC! Please read the following Program Information & Policies. A completed and signed copy of the Guided Tour Request Form must be sent to: **New Mexico Wildlife Center, 19 Wheat St, Espanola, NM 87532**

email: education@newmexicowildlifecenter.org

Guided tours at New Mexico Wildlife Center are one-hour long and include a guided tour of our DePonte Family Wildlife Walk and an encounter with one of our Ambassador Animals.

Guided tour programs are \$75-\$200/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. **At least two weeks advance registration is required.** Reservations are confirmed only when you receive an email from our education staff finalizing the date and time in response to your completed request form.

Payments: Payment is due in full by the day of the program. Checks, cash or credit card (MasterCard or VISA) are accepted. Please contact us directly if your organization requires a different payment method. 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 programs cancelled by the scheduling group. A group that cancels may reschedule; rescheduling groups will receive the lowest priority for program dates. Should the cancellation be the result of school closings, road conditions, or another similar reason, NMWC will make a reasonable effort to reschedule the program. A full refund will be provided in the event that NMWC must cancel a program and no alternative date can be scheduled.

Size: Tours can have a maximum of 45 total participants, children and adult chaperones included. A refund will not be given if fewer participants attend the program than confirmed. **We require 1 adult chaperone per 10 children.** Adult chaperones are responsible for supervision and must remain with the children at all times.

Weather: Programs are presented rain or shine; please dress appropriately for being outdoors and walking on unpaved pathways. In the event of inclement weather, NMWC staff will make the determination about any modifications to the program which may include conducting all or part of the program indoors.

Gift Shop: NMWC has a variety of items (such as stickers, t-shirts, stuffed animals, and more) in our gift shop. Participants are welcome to purchase items after the tour to help support the care of our ambassador animals and rehabilitation patients.

By typing my name in the field below, I attest that 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.

Name: _____ Date: _____



Guided Tour / Field Trip Request Form

Contact Person:

Contact Phone:

Contact E-mail:

Date Requested:

1st Choice

2nd Choice

3rd Choice

Start Time Requested

(between 10am and 2pm):

1st Choice

2nd Choice

Number of Adults:

Number of Children:

Having Lunch at NMWC? Yes, before Yes, after No
Please note that if your field trip plans include having lunch at NMWC before or after your scheduled program, the Center has very limited seating, mostly outdoors.

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

Owls Snakes Other: _____

This guided tour is for a (check one):

School

Name of School
School District
Teacher(s) Grade
(if different from contact person)

Group/Organization

Name of Group/Org
Organization Address
Location (City/State) Age Range
Description of Group

Other