

2020

Group Request/ Guided Program Form



2400 S Scenic, Springfield, MO 65807, PH: 417-891-1515, FAX: 417-823-4818

The Springfield-Greene County Botanical Center is pleased to offer guided garden tours and indoor programs for all ages interested in learning more! To discuss possible topics, contact the Botanical Center.
Arrangements should be made no less than 72 hours prior to visit. Rain dates and cancellations will be scheduled as needed without additional charge. Please insure the best contact person and # is provided. Check all areas of interest below:

Group or Organization Name _____ Expected Attendance: _____

Visit Date(s) and Time(s): Day: _____ Date: ____/____/____ Start Time: ____ am/pm – End Time: ____ am/pm

Self-guided Event Description: (please let us know park locations and intended activities) _____

Guided Activities and Education Programs:

Item	Enter # of Participants	Fee	Total
1hr Walking Garden Guide	_____	@ \$25/group 12>; add \$2/each	=
1.25 hr Guided Tram Tour	_____	@ \$50/hr 20max per ride	=
30min Butterfly House Program	_____	@ \$25/ group 12>; add \$2/each	=
Japanese Garden Group Rate	_____	@ \$3/pp age 13+; \$2 age 3-12	=
1 hr Japanese Garden Guide	_____	@ \$25 group 12>; add \$2/each	=
East Mtg Room w/AV for lecture	1hour	@ \$25	=
West Meeting Room w/kitchen	1hour	@ \$30	=
Nathanael Greene Pavilion	4 hours 11a-3p or 4p-8p	@ \$50	=

LEADER INFORMATION

GRAND Total = _____

Name: _____ Date of Birth: _____

Address: _____
Street City State ZIP

Phone: _____ Email: _____
Cell Work

Office Use:

Parks recommendation: ____ Approve ____ Deny By _____ date: _____

Staff/leader &/or Butterfly &/or Japanese Coordinator Contacted Y / N By _____ date: _____

Trip Notified of Approval/Denial By _____ date _____

\$ _____ collected on _____ Transaction # _____ Initials _____