

Field Trip

**NATURAL BRIDGE
CAVERNS**

Checklist

Call NOW to Book

- **210-651-6101**
- **Pick 3 Dates**
- **Clear Field Trip w/ School**
- **Be 1st to Get Your Preferred Date**

Before You Go

- **Secure Transportation**
- **Get Headcount**
- **Verify Confirmation Info**
- **Obtain Permission Slips**
- **Collect \$\$ from Parents**
- **Plan Travel Time**
- **Check Out Labs & Activities**

Payment Info

- **One Payment for Group**
- **No Personal Checks or CC**
- **Tax Exempt Certificate Req'd**
- **Invoicing Available**
- **No Cash on Tax Exempt Items**
- **Confirmation Email Includes More Payment Information**

On the Trip

- **Don't Be LATE**
- **Guide Will Greet You**
- **Give FINAL Count & Pay**
- **Split Into Groups**
- **Bathroom Break**
- **Time to Have FUN**
- **Guide will Take Over**
- **RELAX & Enjoy the Trip**

Tips & Rules

- **Split Group Into 50 or less**
- **No Food, Drinks in Cave**
- **Need Comfy Walking Shoes**
- **Walking Tour -See Details**
- **Picnic Areas Available**
- **Adult Supervision in Gift Shop is Required.**

Labs and activities are available at naturalbridgecaverns.com. The handy checklist below will make planning your trip fun and easy! We look forward to seeing you.

Pre-Visit Checklist

- Make reservations with Natural Bridge Caverns (please call as far in advance as possible: some popular days are filled months in advance). We suggest having 3 alternate dates selected when calling.
 - To properly staff, an approximate head count is required when booking. This number needs to include all students, teachers, **and** chaperones (even those paying separately).
 - Group activities have a reserved time with a limited capacity. Any changes or requests for additional time or participants after the initial reservation is made will only be accommodated if space is available.
 - We recognize the totals given are estimated and may change slightly. Final count is not required until check-in unless Estimated Totals exceed the Maximum Permitted or are less than the Minimum Required.
 - If the group Minimum Required is not met, we reserve the right to include general admission guests.
 - We recommend groups provide at least one adult chaperone for every 20 students.
 - Consider drive time, approved departure time from the school, and required return time when scheduling.
 - When ready to book, please have the following information ready:
 - Organization's Name, Address, and Phone Number.
 - The Primary Contact's Name, Email Address, and an alternate Phone Number.
- Secure buses or other transportation to the Caverns.
- Verify the date, time, activities, and expected total on the confirmation received.

PLEASE NOTE: Groups are not confirmed unless you've received a confirmation from Natural Bridge Caverns.
- Collect money from all participating to pay as one group.
 - If chaperones are required to pay separately, please collect the money ahead of time to pay as one group. Additional members paying individually may delay the group's activity start time.
 - Additional participants may pay on the day of the visit, providing the organization allows them to attend, space is available, and it does not cause the group total to exceed the Maximum Permitted.
- Forms of Payment Accepted:
 - We can invoice groups as long as any required paperwork from your organization is presented upon arrival.
 - Cavern tours are already tax exempt, we do not collect tax on tours and cash can be accepted.
 - For Tax Exempt purchases, other than the Cavern Tours, payment is limited to an organization check or credit card. **No cash, money orders, personal checks, or personal credit cards will be accepted.**
 - For Tax Exempt purchases please submit a current year's signed and completed Texas Tax Exemption Form. The name on the form should match the name of the tax-exempt organization on the check or credit card.
 - No Personal Checks are accepted.
- Groups **over** 50 people must split into smaller groups. When multiple groups are needed, please split all participants into groups of 50 or less as evenly as possible. Please divide groups prior to your arrival.
 - Consider all students, chaperones (even those paying separately), and teachers when dividing the groups.
 - Each Discovery Tour holds 50 people maximum and groups will depart every 8-12 minutes.
 - Other activities may be divided differently. Please confirm with our staff how to split up your group.