



# Alstede Farms, LLC

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 www.alstedefarms.com

## 2022 Tours and Field Trip Contract

Date created: 6/29/2022

**Instructions: Please read, sign, mail, email or fax this form to (908) 879-7815.**

School Name:	Newark Board of Education		
Address:			
City, State, Zip			
Contact person:	Joe Cullen	Phone #:	973-688-2704
E-mail address:	<a href="mailto:jcullen@nps.k12.nj.us">jcullen@nps.k12.nj.us</a>	Fax #:	

**Type of Tour:** pick your own

**Amount of fruit/plants included per admission:** 1 container per admission

<b>Tour Day &amp; Date:</b>	10/3-10/7,10/11-10/14,10/17,10/18, 10/20, 10/21, 10/24-10/28	<b>Time:</b>	
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Guests:	Qty.	price per attendee	Total Cost
# of Children	2700	\$15.99	\$43,173.00
# of Adults	270	\$15.99	\$4,317.30
<b>Total Amount:</b>			\$47,490.30
<b>Tax:</b>			exempt form not on file
<b>Less Deposit:</b>			\$75.00 <b>\$75.00 deposit due</b>
<b>Grand Total:</b>			\$47,565.30

**Special Requests:** Sales Tax will be waived upon receiving a Tax Exempt Form

**A Deposit of \$75 is required to reserve your date and time . The deposit amount will be deducted from your final invoice the day of the trip.**  
 Payment is expected the day of the trip unless a Purchase Order has been approved and signed in advance. Final headcount will be done upon boarding the wagon ride and adjustments to the final invoice will be made if necessary. I have read and fully understood the attached group guide.

**Approved Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Your Sales Tax Exemption Form must be on file at Alstede Farms prior to your Tour for you to be exempt from paying sales tax. If we do not have your form, you will be charged sales tax.

Sales Tax Exempt Form on File:

Yes

No

## A Group's Guide to Farm Fun

*Thank you for planning your trip with Alstede Farms! We are delighted that you will be one of the many groups that will be visiting our farm this year. This trip will be both educational and fun for all that attend. The following items will help ensure a successful and enjoyable trip:*

**Please arrive 15 minutes early.** Upon arrival please have all vehicles unload after parking in the lot behind the market. The group can then meet at the Giant Hay Pyramid, and will be greeted by one of our team members.

**The group leader or representative will need to check in** the group and finalize payment in the Information Shed. When you check in, you will need the number of children and adults that are participating and have a single form of payment for your group.

**Payment is expected on the day of the trip**, unless your organization has a previously approved purchase order. If you are a tax exempt organization, your tax exempt form must be on file for us to honor the exemption. Please note a \$15 administration fee is applied per Purchase Order.

**Admission is charged for all participating adults and children.** Babies under the age of 1 are allowed on the hay wagon with no charge. A minimum of 20 people is required for group tours. Your Group Leader will be asked to sign and confirm a Tour Headcount sheet the day of the trip to acknowledge the number of people getting on the hay wagon ride.

The tour takes approximately 1 hour to an hour and half and includes a scenic hayride and the picking activity of your choice.

A picnic area is available if you are bringing lunch with you. The tented areas are available for your use unless they are reserved.

Restroom facilities are available behind the Market. Allow time for students to use these facilities prior to your scheduled departure time.

**Please dress appropriately**, it can be 10–15 degrees cooler on the farm and the picking activities may require some walking in the fields or orchards.

**Inclement weather.** We can provide your group with a fun and educational indoor program even if the weather does not permit outdoor activities. **Please see our weather policy.**

Please note that during September and October, traffic to the farm may be heavy. Please allow yourself extra travel time to the farm during this time.

**This is your reservation form.** Review it, sign it and fax or mail it back to us. We must have your signed confirmation on file 2 weeks prior to your arrival.

## Cancellation and Rescheduling Policy

***If you do cancel/reschedule your event prior to the day of your tour, you will be required to pay a rescheduling fee of \$50 and you would forfeit your \$75 deposit.***

Please check [www.weather.com](http://www.weather.com) the day before your tour no earlier than 3pm for location zip code 07930, and click hour by hour. We look at percentages 2 hours prior, during and 2 hours after your tour. If the weather looks great... GREAT! If the weather looks questionable, please understand our policy below.

We **DO NOT** cancel your tour for weather related reasons until 3pm the day before your tour. In fact, we recommend that you wait until the morning of the day of your tour. One thing that we have learned in over 30 years of providing farm tours is that weather forecasts are usually wrong and that most often the weather is always fine for tours. Weather predictions change, (often!) and we want to give you the opportunity to have the tour, so we do not allow weather related cancellations or rescheduling until 3:00 pm the day before your tour. If you do cancel/reschedule your event prior to the day of your tour, you will be required to pay a rescheduling fee of \$50 and you would forfeit your \$75 deposit.

**50% + Chance of Rain:** If there is a 50%+ chance of rain starting 2 hours before, during or after your tour shown on the hourly forecast for our zip code at 3pm the day before your tour on [www.weather.com](http://www.weather.com) you may reschedule your tour with no rescheduling fees. Your deposit will carry over to the rescheduled date.

**Less than 50% Chance of Rain:** We will mutually discuss and agree to proceed, reschedule or cancel your tour utilizing the fee structure outlined above.

**Proceed/Postpone Weather Options:** It is agreed that [www.weather.com](http://www.weather.com) is the tool used to verify weather percentages. Simply visit [www.weather.com](http://www.weather.com) at 3pm the day before your tour, put in our zip code 07930 and click hour by hour. This is the only tool we use to predict the weather. We always recommend that you wait until the morning of your event prior to making any rescheduling or cancellation decisions.

*We continuously monitor the local and regional radar and can give you very good and current advice as to what we expect the weather to be here in Chester at the time of your tour. Remember, just because it's raining where you are doesn't mean it will be raining in Chester. Our goal is to provide you with a fun and safe tour of our family owned farm and our weather policy will help insure that this happens.*

**Thank you for choosing Alstede Farms! We look forward to your trip.  
Do not hesitate to call if you have additional questions at (908) 879-7189.**