



# SPRING FIELD TRIPS

## at the Elgin Christmas Tree Farm

120 Natures Way  
Elgin, TX 78621  
(512) 281-5016  
contact@elginchristmastreefarm.com



## COME ENJOY A FUN DAY ON THE FARM!

Kids can learn all about how we grow our Christmas trees, participate in an engaging arts & crafts project, take a wagon ride around our 96 acre farm, play on the playground, and enjoy their picnic lunch under our covered pavilion.

## DAYTIME FIELD TRIPS ARE GEARED TOWARD

children age 4-12

## AVAILABLE DATES AND TIMES

**RESERVATIONS REQUIRED:** Visit [elginchristmastreefarm.com/groupoutings](http://elginchristmastreefarm.com/groupoutings) to book

**March & April:** Select Wednesdays, Thursdays, & Fridays

*Morning 9:00am-11:30am*

*Afternoon 12:30pm-3:00pm*



# SPRING FIELD TRIPS

## at the Elgin Christmas Tree Farm

120 Natures Way  
Elgin, TX 78621  
(512) 281-5016  
contact@elginchristmastreefarm.com

## Terms & Conditions

### PAYMENT

**Cost: \$10 per person (age 2+)** including parents, teachers, and chaperones. Reservations required - visit [elginchristmastreefarm.com/groupoutings](http://elginchristmastreefarm.com/groupoutings) to book. No deposit is required, however, we require a credit card on file to secure your reservation. Prior to your event, please collect payments from each of your individual group members and then present ONE payment to the cashier (located at the green Christmas Cottage) at the end of the field trip. Separate payments from multiple individuals are not accepted. We accept cash, check, or credit card. Please make checks payable to: Elgin Christmas Tree Farm.

### GUEST COUNT WRISTBANDS

Upon arrival, the group coordinator will be given a packet of wristbands. Please distribute one wristband per guest (age 2+), including parents, teachers, and chaperones. Each guest must show their wristband before starting the first activity. Please distribute a wristband to any guests that may arrive late. At the end of your field trip, the unused wristbands in your packet will be counted to determine your total number of guests and payment will be accepted at the cashier.

### MINIMUM GUEST REQUIREMENT

The minimum requirement is **35 guests**. There is a minimum charge of **\$350.00** for groups of 34 guests or less. The maximum occupancy is 100 guests per group.

### ACTIVITIES

Your time slot is 2.5 hours long. Your group will participate in several "stations" around the farm lasting about 30 minutes each. Please see the Timeline (attached) for more info. If any group members arrive late, they may not get to participate in all activities listed. Some activities may have to be shortened or eliminated if the group does not arrive on time.

### CREDIT CARD AUTHORIZATION FORM

We require a credit card on file to secure your reservation. Please complete the Credit Card Authorization form upon booking to secure your reservation. If no other form of payment is presented on the day of the event, the credit card on file will be charged for the total number of guests.

### TAX EXEMPT FORM

If applicable, please complete the Texas Sales and Use Tax Exemption Certification form (attached).

### CANCELLATION POLICY

Cancellation or rescheduling by the client must take place no less than 2 weeks prior to the event. Cancellation by the client for any reason 2 weeks or less prior to the event will result in the credit card on file being charged the minimum charge of \$350.00. In the case of inclement weather, your reservation may have to be rescheduled by the venue (if an opening is available). Final decisions for rescheduling due to inclement weather will be made by the venue.

### PARKING

All vehicles must park in the parking lot. Guest vehicles or buses are not allowed to travel on farm property up to the pavilions or into the Christmas tree fields. Please do not leave children unattended in the parking lot.

### SAFETY

Beware of ants, uneven ground, moving vehicles, splinters, and other environmental hazards. Take caution when getting on and off of the wagon and train. Everyone must remain seated while the rides are moving. Standing, jumping, dragging feet, or horseplay on the rides are prohibited. Please make sure all items are secure before takeoff. The Elgin Christmas Tree Farm is not responsible for any injuries sustained or lost, stolen, or damaged items.

### ADULT SUPERVISION

Adult supervision by members of your group is required at all times. Venue staff is not responsible for providing supervision. Please do not allow guests to wander through the Christmas tree fields or other areas of the property away from the rest of the group.

### PROHIBITED ITEMS

- Alcohol
- Electric heating appliances (coffee urns, crockpots, propane burners, camp stoves)

### DOCUMENT DISTRIBUTION

Please provide a copy of the following documents to all parents, teachers, and chaperones prior to the event:

- Terms & Conditions
- Timeline (attached)
- Location (attached)



# SPRING FIELD TRIPS

## at the Elgin Christmas Tree Farm

120 Natures Way  
Elgin, TX 78621  
(512) 281-5016  
contact@elginchristmastreefarm.com

### Things We Provide:

- Supplies for arts & crafts project
- Wagon ride around the farm
- Educational lesson on Christmas Trees
- Playground area with Train Ride
- Covered pavilion area with picnic table seating

### Things To Bring With You:

- Lunches
- Ice and drinks (*no alcohol*)
- Plates, cups, napkins, utensils
- Laundry baskets or containers to store the arts and crafts projects on the bus

### Timeline

**Morning Time Slot**  
9:00am-11:30am

#### 8:45am - Arrival

Please plan to arrive about 15 minutes prior to your scheduled start time. Grab all lunches and belongings from the car or bus and gather your group near the farm entrance. Your group coordinator will be given a packet of wristbands to distribute to each guest.

#### 9:00am - Arts & Crafts Project

Your tour guide will bring your group to the arts & crafts station. We provide the supplies!

#### 9:30am - Wagon Ride

All group members will board the wagon and take a scenic ride around our 96 acre farm through the Christmas tree fields.

#### 10:00am - Lesson

Your group will head out to one of the Christmas tree fields for an educational lesson about how we grow our Christmas trees.

#### 10:30am - Playground

Your group will be free to play on the playground, explore the Crazy Maze, and ride the train ride.

#### 11:00am - Lunch

Head over to the covered pavilion area where your group can enjoy their food and drinks (*not provided by the farm*).

#### 11:30am - Payment & Exit

The unused wristbands in your packet will be counted to determine your total number of guests. Please present one payment to the cashier. We accept cash, check, or card.

### Timeline

**Afternoon Time Slot**  
12:30pm-3:00pm

#### 12:15pm - Arrival

Please plan to arrive about 15 minutes prior to your scheduled start time. Grab all lunches and belongings from the car or bus and gather your group near the farm entrance. Your group coordinator will be given a packet of wristbands to distribute to each guest.

#### 12:30pm - Lunch

Head over to the covered pavilion area where your group can enjoy their food and drinks (*not provided by the farm*).

#### 1:00pm - Arts & Crafts Project

Your tour guide will bring your group to the arts & crafts station. We provide the supplies!

#### 1:30pm - Wagon Ride

All group members will board the wagon and take a scenic ride around our 96 acre farm through the Christmas tree fields.

#### 2:00pm - Lesson

Your group will head out to one of the Christmas tree fields for an educational lesson about how we grow our Christmas trees.

#### 2:30pm - Playground

Your group will be free to play on the playground, explore the Crazy Maze, and ride the train ride.

#### 3:00pm - Payment & Exit

The unused wristbands in your packet will be counted to determine your total number of guests. Please present one payment to the cashier. We accept cash, check, or card.

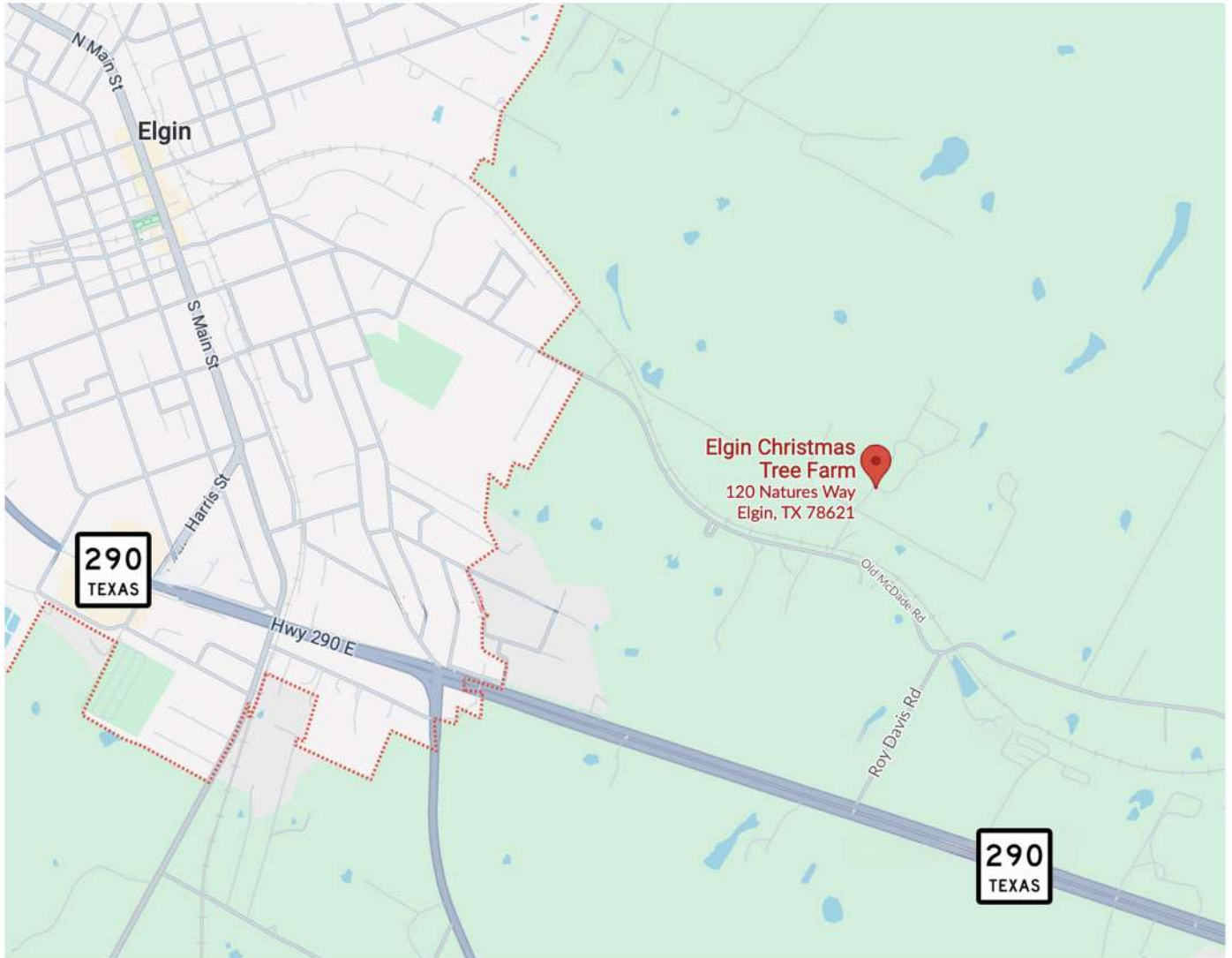


# SPRING FIELD TRIPS

## at the Elgin Christmas Tree Farm

120 Natures Way  
Elgin, TX 78621  
(512) 281-5016  
contact@elginchristmastreefarm.com

## Location



## Elgin Christmas Tree Farm

120 Natures Way  
Elgin, TX 78621

From HWY 290, turn onto Roy Davis Rd. Turn left at the stop sign onto Old McDade Rd. Turn right onto Natures Way and travel straight ahead through our entrance into our parking lot.

There are two different Christmas tree farms in Elgin! Please make sure you are travelling to the correct location.

# Texas Sales and Use Tax Exemption Certification

*This certificate does not require a number to be valid.*

Name of purchaser, firm or agency	
Address (Street & number, P.O. Box or Route number)	Phone (Area code and number)
City, State, ZIP code	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased or on the attached order or invoice:

---

---

---

---

---

---

Purchaser claims this exemption for the following reason:

---

---

---

---

---

---

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

Purchaser <b>sign here</b> ▶	Title	Date
---------------------------------	-------	------

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

***THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.***

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.  
Do not send the completed certificate to the Comptroller of Public Accounts.**