

Mulberry Lane Farm



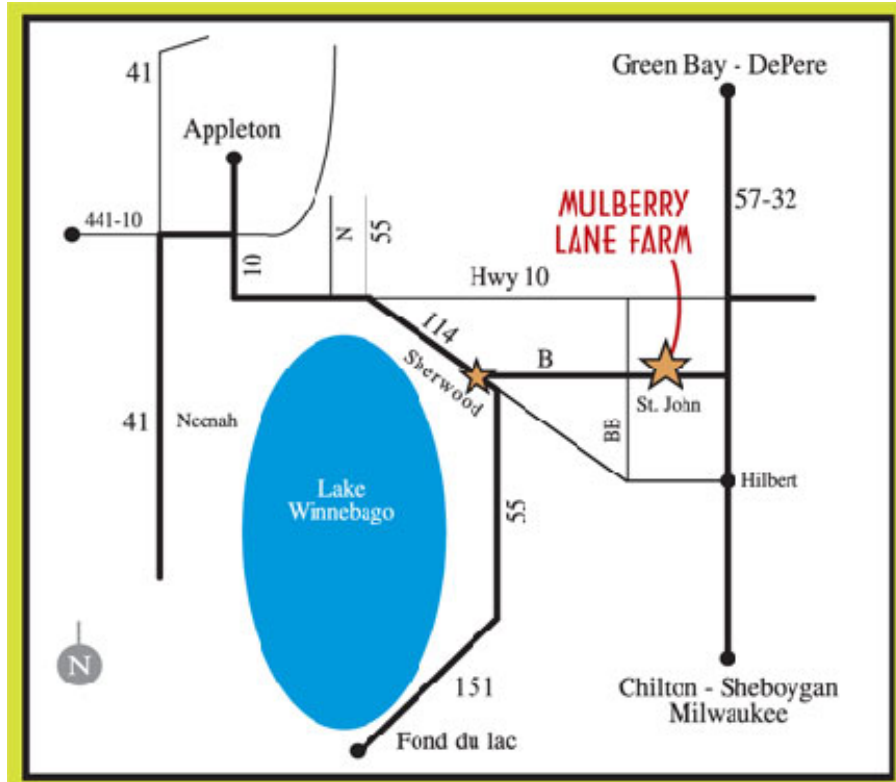
Please read whether you've been visiting MLF for years or it's your first visit.

We do have new policies that may cause a variation from your previous visits.

- Confirmation:** To secure your reservation please **cut and return the lower portion** of the confirmation with your deposit to ensure your group receives proper credit. TAX EXEMPT # must be filled in to receive the nonprofit group rate.
- Timeframe:** The typical field trip to the farm is three (3) hours in length. Two (2) hours for check-in and guided tour of the petting farm. One half hour (1/2) lunch. One half hour (1/2) play time. In fall, often groups replace the ½ hr play time with their trip to the pumpkin patch. You can extend your stay by extending lunch time and playtime. Once your guided tour of the farm is complete, entry back into the petting farm is longer available. IF you'd like unlimited time in the petting farm please consider our self-guided tour option.
- Check In:** Farm staff will greet you when you arrive and direct you to the Admission Barn. Please keep your group on the bus while you check in. Your assigned tour guide will greet the students while you are checking in. Upon your return to the bus all participants will receive a sticker to wear as they unload the bus. Everyone entering the farm must have a sticker worn and it must be visible.
- Payment:** Your time is valuable so having a **Payment Envelope** and having it filled out completely will greatly reduce your check-in time. Remember, we **MUST** have your Tax Exempt (**008#**) number on file to receive the discounted group rate. NOTE: Exempt status number is different than your Federal ID number and should begin with 008 and 15 digits long vs. Fed Id is 9 numbers long.
- Print the below payment envelope front (pg 4) and adhere it to any #9 envelope. The envelope should be **filled in completely** before approaching the "Admission Barn" whether paid in advance or paying day of your visit.
- The HEAD COUNT on the Payment Envelope determines how many Admission Stickers you receive. Everyone entering the farm must be wearing a sticker in a location that is visible on your clothing. Both paid and free guests must have a sticker to pass through the gate into the petting farm.**
- Everyone must pay the admission fee. This includes teachers, aides, chaperones, and bus drivers (if they are part of the school staff going on the tour).
- **For every 25 PAID admissions we allow 1 (one) free teacher.**
- Note: Under NO circumstance can annual passes, coupons or Gift Certificates be used with group rate admissions.*
- Tour:** Tour guide(s) are assigned according to the number given us when your reservation was made. That number should include everyone, teachers, chaperones, children etc.
- Larger groups:** We assign one tour guide per full size bus. Therefore, your group size will likely be 50-60. If your group arrives in two or more buses, you will be assigned guides accordingly.
- Participation:** **Adults are expected to assist with students' participation and behavior.** For the safety of the children and for the safety of our animals:
- Group members should have their listening ears on, use their walking feet and always follow instructions. We do not allow chasing of our animals. We have a zero-tolerance policy.
 - We believe you know your students best when it comes to chaperone/student ratio needs and recommend you use your own discretion. However, many teachers find 4:1 works best.
- Rain:** Tours will take place unless the weather is severe. We operate in light rain, so rain gear is advised. If you consider the weather inclement, you may cancel up until 8:00 a.m. the morning of your visit and we will gladly reschedule you for another day. If you elect not to reschedule your deposit will be forfeited.
- Dress:** We are an outdoor program, so dress for the weather. Wear closed toed shoes and bring warm clothes and rain gear just in case. In fall you will visit the Pumpkin Patch. Rubber boots or old shoes are advised. Rain days rain gear is advised. Umbrellas do not work well around the farm and especially around our animals.
- Directions:** Make copies of the directions map (pg 2) for the bus driver and any parents that may be driving. **PLEASE ASK BUS COMPANY TO CONFIRM THERE ARE NO DETOURS IN ROUTE THAT MAY DELAY YOUR ARRIVAL.** The biggest cause of late arrivals is lost bus drivers and parents and/or time not allowed for unexpected detours.

Granary: The "Granary," the farm's gift and snack shop, will be open. We have unique toys, gift items and educational materials. Items start as low as .25¢. We also serve water, juice boxes, soda, & a variety of snack items such as chips, peanuts, crackers & cookies. It is helpful if you let the farm know in advance of your visit if your class will be visiting the Granary.

We are looking forward to your field trip! If you have any questions, please call 920-989-3130 or email your questions to info@MulberryLaneFarmWI.com



From Appleton:

- South on Oneida Street becomes US 10.
- Turn LEFT onto US-10 E/WI-114 E.
- Stay on 114 into Sherwood.
- LEFT on County RD B (block south of Catholic Church).
- 3 miles east on County RD B on top of hill in St. John on left.

Estimated Time/Distance: 25 minutes (17 miles)

From Oshkosh:

- North on Hwy 41
- Merge onto US-10 E/WI-441 N via EXIT 134.
- Take the ONEIDA ST/US-10 exit.
- Turn RIGHT onto S ONEIDA ST/US-10 E. Continue to follow US-10 E.
- Turn LEFT onto US-10 E/WI-114 E. Continue to follow 114 into Sherwood.
- LEFT on County RD B (block south of Catholic Church).
- 3 miles east on County RD B on top of hill in St. John on left.

Estimated Time/Distance: 45 minutes (34 miles)

From Green Bay:

- South-East on US-141/DOUSMAN ST toward N Pearl ST. Continue to follow US-141.
- Turn RIGHT onto N Monroe Ave/WI-29/WI-54/WI-57.
- Continue to follow WI-57 South through Greenleaf and Forest Junction.
- 3 miles South of Forest Junction Turn RIGHT onto COUNTY RD-B.
- 1 mile west on County RD B on right.

Estimated Time/Distance: 40 minutes (28 miles)

From Manitowoc:

- Start out going NORTH on S 8TH ST/US-10 W toward WASHINGTON ST.
- Turn LEFT onto WALDO BLVD/US-10/WI-42/COUNTY RD-B. Continue to follow WALDO BLVD/US-10/WI-42.
- Turn SLIGHT RIGHT onto MENASHA AVE/COUNTY RD-P. Continue to follow COUNTY RD-P.
- Turn LEFT onto HOMESTEAD RD/COUNTY RD-P.
- Turn LEFT onto US-10.
- Turn LEFT onto COUNTY RD-HR.
- Turn LEFT onto WI-57/WI-32.
- Turn RIGHT onto COUNTY RD-B.
- 1 mile west on County RD B on right.

Estimated Time/Distance: 45 minutes (30 miles)

From Fond du Lac:

- US-151 N.
- US-151 N becomes WI-55 N.
- Turn LEFT onto WI-114/WI-55.
- Turn RIGHT on County RD B (block before Catholic Church)
- 3 miles east on County RD B on top of hill in St. John on left.

Estimated Time/Distance: 45 minutes (33 miles)

NOTE: These are general directions. Mulberry Lane Farm is not responsible for unexpected detours. Please ensure these routes do not have detours and/or are not under construction before leaving home/school.

MULBERRY LANE FARM PAYMENT FORM

Please have this form filled out for your entire group when you arrive at the farm. DATE: _____ / _____ / 20_____

Group Name: _____ Teacher/Leader Name (PRINT) _____

TOTAL # OF:	HEAD COUNT
Children (2-17 yrs)	_____
Adults	+ _____
Teachers	+ _____
Total	= _____
Less 1 Free Teacher per 25 -	_____
Total Paying Persons	= _____
Rate Per Person	X _____
	\$9.00 Cash / \$9.50 CC
Total Admission Fee	= _____
*5.5% Tax w/o S211#	+ _____
Enclosed Payment	- _____

Teacher/Leader Signature: _____

As representative of the named group/school, your signature above acknowledges understanding of the WI State Ag-Tourism Liability Law 14A.50.030-2013 WI Act 269 relating to limits on liability for persons offering agricultural tourism activities such as those at Mulberry Lane Farm. Copies of this law is available upon request.

CES# 008- _____

*NEW by notice of WI Dept. of Rev. we now can only accept a 15-digit Certificate of Exempt Status (CES) number beginning with 008. If this number is not provided tax will be charged.

PAYMENT BY CHECK OR LARGE BILLS PREFERRED

*Tax applied for non-exempt schools, daycares, organizations.