

Cost Calculation Worksheet

The charge for a guided museum lesson is \$3.50 per person with a minimum charge of \$40.00. We grant one complimentary adult admission over all plus one additional complimentary adult admission for each smaller group into which we divide students for touring the galleries.

(Our confirmation letter and our reservation update indicate the number of small groups we have assigned and the number of free adult admissions you have been allotted.)

A.	Total No. of Adults:	_____
B.	No. of Complimentary Adult Admissions: (See our Confirmation or Reservation Update)	_____
C.	A – B = No. of Paying Adults:	_____
D.	Total No. of Students:	_____
E.	C + D (No. of Paying Admissions):	_____
	Cost \$40.00 or E x \$3.50 (whichever is greater):	_____
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	Other Charges (e.g., Additional Programs):	_____
	Grand Total:	_____

Note:

- Charges are based on the *actual* number of participants in attendance the day of your visit. We can present a bill for payment within thirty days. If you wish to pay the day of your visit, bring a blank check, if possible, made out to the New Hampshire Historical Society (or NHHS) so that we may adjust figures as necessary. You will always get a receipt for your payment.
- Generally, we do not offer refunds for overpayment, but if a group's pre-written check reflects payment for students absent on the day of the field trip, we will gladly provide free museum passes for the absentees and their families.
- Please handle the payment for your entire group — adults as well as students. Taking time for each adult to pay individually at the museum is time-consuming, and the time consumed is *yours*.
- Even if you have correctly calculated your costs in advance, we need to know the *total* number of adult participants and the *total* number of student participants separately. As a non-profit organization dependent on the generosity of many donors, the New Hampshire Historical Society must keep statistical records of the services we provide.