

## Cost Calculation Worksheet

The charge for a guided museum lesson is \$4.00 per person with a minimum charge of \$48.00. 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.)*

<b>A.</b>	<b>Total No. of Adults:</b>	_____
<b>B.</b>	<b>No. of Complimentary Adult Admissions:</b> (See our Confirmation or Reservation Update)	_____
<b>C.</b>	<b>A – B = No. of Paying Adults:</b>	_____
<b>D.</b>	<b>Total No. of Students:</b>	_____
<b>E.</b>	<b>C + D (No. of Paying Admissions):</b>	_____
	<b>Cost \$48.00 or E x \$4.00 (whichever is greater):</b>	_____
.....		
	<b>Other Charges (e.g., Additional Programs):</b>	_____
	<b>Grand Total:</b>	_____

### 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.