



**COUNTY of GALVESTON**  
**Department of Parks & Cultural Services**

4102 Main Street (FM 519) • La Marque, Texas 77568  
Phone: (409) 934-8100 • Fax: (409) 621-7986  
www.galvestoncountytx.gov

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**TRANSPORTATION ENRICHMENT PROGRAM RESERVATION FORM**

**Requested date of trip:** \_\_\_\_\_ **\*Estimated attendance:** \_\_\_\_\_

**Name of requestor:** \_\_\_\_\_

**Organization (if applicable):** \_\_\_\_\_

**Contact number: (     ) \_\_\_\_\_**

**Billing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Pick-up location & address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Pick-up time (what time do you want the bus to arrive?):** \_\_\_\_\_

**Trip Destination & address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Departure time: (what time do you want the bus to leave to transport participants back to the pick-up location?)** \_\_\_\_\_

**Approximate # of wheelchairs:** \_\_\_\_\_ **Approximate # of walkers:** \_\_\_\_\_

**\*A minimum of twenty (20) passengers is require for the 28 passenger bus.**

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***OUR CORE PURPOSE: We provide exceptional life experiences!***

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Any special requests? \_\_\_\_\_

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### **Confirmation:**

We will call you to confirm your trip approximately one day in advance and supply you with your driver's cell phone number. Please call us immediately with any changes or updates at 409-934-8168.

### **Cancellations/Rescheduling:**

Should the weather become severe during your trip, the driver will have discretion as to whether the trip should end early or be cancelled. In the event that unsafe weather conditions prevail or are forecast, the Programs Manager will have discretion to cancel the trip in advance. You can reschedule a trip at any time with no additional costs.

### **Return the form to:**

Galveston County Parks & Cultural Services  
Attn: TEP Driver  
4102 Main Street  
La Marque, TX 77568  
Email the form to: [program-info@co.galveston.tx.us](mailto:program-info@co.galveston.tx.us)

Once received, we will review the request form and let you know if we have availability. Once the trip is confirmed, an invoice will be sent to you.

### **Additional questions?**

Please call us at 409-934-8168

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