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www.museumvillage.org

“Building The Future, Preserving The Past”

FIELD TRIP RESERVATION FORM

School Information

School Name: _____ Today's Date: _____

Address: _____
Street Address

_____ City State ZIP Code

Phone: _____ Cell Phone: _____

Requested Trip Date: _____ Alt. Trip Date 1: _____ Alt. Trip Date 2: _____

Group Leader Name: _____

Group Leader Email: _____

Alt. Group Leader Name: _____

Alt. Group Leader Email: _____

About Your Group

Grade Level(s) _____ Number of Students _____ Number of Adults _____

Number of Nurses* _____ Number of 1:1 Aides* _____

Admission cost is \$12.00/ person. For every ten students that attend, one adult is free of charge. “Adults” include: Teachers, TAs and other Adult Chaperones.

*Nurses and 1:1 aides are always free of charge, but please state how many will be attending for admissions purposes.

Will your group be shopping in our Gift Shop*? Yes _____ No _____

Will your group be purchasing lunch in our Snack Bar**? Yes _____ No _____

***Please be advised that your Gift Shop times will be scheduled on a first-come, first-served basis when you arrive at the Museum.**

****If your group will be purchasing lunch from our Snack Bar, you must let the Museum know at least 2 weeks (14 days) prior to your trip date. If you do not let us know, light snacks and beverages ONLY will be available for purchase in the Snack Bar from (time) to (time). Your lunch time will also be scheduled on a first-come, first-served basis when you arrive at the Museum.**

Do you have any students with special needs/ allergies? Yes _____ No _____

If yes, please describe: _____

Deposit/ Payment

Field Trip Deposit/ Payment Policies and Procedures:

- We require a deposit of **20% of the original number of students booked**. (So, for example, if you book 200 students at \$12/ student, your deposit should be \$480.00.)
- Your field trip reservation is **not secured** until a signed, completed reservation form is received back, and the deposit is paid, or an official Purchase Order from your school has been received with your signed reservation form.
- Your deposit must be received **no later than two weeks (14 days) prior to the scheduled field trip date** in order to secure your reservation.
- You must provide the Museum with the accurate number of students who will actually be attending the trip **no later than two weeks (14 days) prior to the scheduled field trip date. If the number of students attending is decreased upon arrival from the number of students originally booked, and you do not apprise us of this change within 14 days of your arrival, you will still be billed for the higher number of students originally booked.** If the number of students attending is increased upon arrival from the number of students originally booked, you will be billed for the actual higher number of students attending.
- You may pay your deposit by check, cash (which must be physically dropped off at Museum no later than 2 weeks prior to scheduled trip date), or credit card.
- Your final payment (less deposit amount) is due upon your arrival at the Museum, although we are also happy to send an invoice to your school (see below). You may pay by cash, check or credit card. If paying by check, please use one for your entire group, **including chaperones**. If paying in cash, please collect money in advance, and using large bills. **This will dramatically expedite your check-in process.**
- If you need the Museum to send an invoice to your school for the final payment of your trip upon your arrival, **please let us know prior to your arrival.**
-

Deposit Payment

Date Received _____ Amount _____ Check # _____
PO # _____

Credit Card Deposit Payment

Name on Card: _____

Credit Card # _____

Exp. Date _____ CVV _____ Zip Code _____

Would you like to receive an emailed receipt for this credit card deposit payment? Yes _____ No _____

Email address for receipt _____

Cancellation Policy

- **Museum Village is open RAIN OR SHINE.** Unless there is a catastrophic weather event (hurricane, tornado, etc.) that will put our staff or visitors at risk, we will be open and ready for your group!
- **Weather-Related Cancellations:** If you choose to cancel your trip to Museum Village for weather-related reasons, your deposit/ payment can be used to reschedule another trip to the Museum within one calendar year. If your trip is not rescheduled within one calendar year, **your deposit is non-refundable.**
- **Other Cancellations:** You must cancel your trip reservation at least two weeks (14 days) to your scheduled trip date, and reschedule your trip within one calendar year, or **your deposit is non-refundable.** In the event of a severe emergency/ catastrophe, deposit refunds will be considered.

Museum Policies

- For school field trips, we require one (1) adult chaperone for every ten (10) students.
- **NO FOOD OR DRINKS ARE ALLOWED IN ANY OF OUR BUILDINGS.**
- There is **NO SMOKING** allowed anywhere on the Museum grounds. This also includes vaping.
- Our artifacts are historical and valuable. **They are not to be handled by anyone.** This includes the steam tractors and fire bell (or any other artifacts) located out on the Village Green. They are not to be climbed or played on.
- Our chickens and fowl are free-range, and roam freely throughout the Museum property. **Please do not chase, bully, or yell at our feathered friends!**
- Please check our website, www.museumvillage.org, for important tips on how to expedite your check-in process in the morning.

I acknowledge that I have read and understand the reservation, deposit, payment, cancellation, and other Museum policies and procedures for my school's trip to Museum Village as described in this document.

Signature of School Representative

Date

We are trying to conserve resources, and would greatly appreciate it if you could print your maps in advance of your trip. This also helps to expedite your check-in process in the morning.

Please contact Margaret Holmes, Education Director, for reservations, questions, concerns, cancellations, or for more information about our program.

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Thank you for your support of Museum Village's Educational Mission!