



Scout and Youth Group Field Trip Reservation *Request* Form

Please read carefully and complete each section. This form does not constitute a reservation. Scout and Youth Group field trip visits are dependent upon availability and are scheduled on a first-come, first-serve basis. A representative from Pretend City Children's Museum will contact you within 72 hours and make every effort to accommodate your first date of choice.

Please have the following information ready when making reservations:

- Your calendar and schedule
- Requested group visit date, time, and alternate dates
- Group or organization phone number
- Group or organization mailing address
- Grade level and/or age of students attending the Scout and Youth Group field trip (Please keep in mind our child to chaperone ratio, page 2)

Primary Contact Information:
 Contact Person: _____ Title: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Contact Phone: _____ Contact Cell: _____ Fax Number: _____
 Email Address (Required): _____

Scout/Youth Group or Organization Information:

Scout/Youth Group /Organization Name: _____
 Scout/Youth Group Leader or Administrator: _____
 Scout/Youth Group /Organization Address: _____
 City: _____ State: _____ Zip: _____
 Scout/Youth Group/ Organization Phone: _____ Ext. _____
 Type of Group: Boy Scouts Girl Scouts Church Recreation Home Other (Please Specify): _____
 Grade Level and/or Age Attending: _____

of Groups Attending: _____ # of Children: _____ # of Chaperones: _____
 (Please keep in mind our child to chaperone ratio; page 2)



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Cost:

- Guided field trip is \$14.00 per person including Pretend City Patch
- Self-guided field trip is \$12.00 per person including Pretend City Patch
- Free admission for one group leader and the required chaperones
- Additional chaperones are \$8.00
- Pretend City Patch sold separately for \$5.00 each

Chaperone/Child Ratio Requirements:

- Children 5-8 years: 1 Chaperone/ 5 Children
- Children 8-10 years: 1 Chaperone/ 10 Children

Additional Information:

Please specify any special needs for your group or any additional comments/concerns:

Arriving by bus? Yes No Number of Buses _____

Arriving by car/van? Yes No Number of Cars/Vans _____

Scout and Youth Group Field Trip Size: 15 minimum participants and 60 maximum participants _____

Requested Scout and Youth Group Visit Date(s): Scout and Youth Group visit days are offered on: Tuesday, Wednesday and Thursday between 2:00 PM to 5:00 PM.

Please note that Scout and Youth Group visits ARE NOT OFFERED on the following dates:
 * Mondays, Fridays, weekends and national holidays
 * New Year's Day
 * Thanksgiving Day
 * Christmas Day

Please list the top three preferred dates for your Scout and Youth Group field trip/group visit below:

| Choice | Day of the Week (T, W, TH) Date | Time | Type of Scout and Youth Group Field Trip Requested (Guided or Self-guided) |
|--------|---------------------------------|------|--|
| 1. | | | |
| 2. | | | |
| 3. | | | |

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Deposit Information:

A non-refundable deposit of \$50.00 is due within 10 business days from initial receipt of the completed Scout and Youth Group Field Trip Reservation Form. Payments may be made in the form of cashiers check, credit card, money order or personal check. If payment is not received by required date, reservation will be released. For reservation questions, please contact the Group Reservationist, Noelle Seipel at (949) 428-3900 ext.202.

Method of Payment: Visa Master Card American Express Cashiers Check Personal Check Money Order

Name of Cardholder (Please Print): _____

Billing Address: _____

Card Number: _____

Expiration Date: _____

Card Holder Signature: _____

Amount to Be Charged: \$ _____

Confirmation and Payment: Once the Scout and Youth Group Reservation Form **and** non-refundable deposit has been accepted, you will receive a confirmation letter, Scout and Youth Group field trip visit agreement and an invoice for the total balance due. Please bring your Scout and Youth Group field trip visit agreement to the museum on your scheduled group visit date. Visits must be paid in advance to receive above listed rates. Reservations will be cancelled if payments are not received by the required date. Deposits are non-refundable, but a new date may be reserved with initial deposit.

Cancellation/Refund Policy:

Reservations may be cancelled up to ten business days in advance of the visit date in order to have the opportunity to reschedule your visit with no penalty. In the event that a school/organization must cancel their reservation less than ten business days from the scheduled visit date, the deposit will be applied to a re-scheduled date or, if no date can be determined, will not be refunded. Cancellations are not official until the school/organization receives a confirmation letter by mail or email from Pretend City Children's Museum. All deposits are non-refundable. A credit in the amount of the deposit will remain in the Scout or Youth Group /organization account and may be applied towards a future visit to Pretend City Children's Museum. All requests and adjustments to reservations must be submitted to Pretend City Children's Museum more than ten business days prior to the scheduled field trip/group visit date. In addition, Pretend City Children's Museum reserves **the right to cancel the Scout/Youth Group/ organizations field trip/group visit if payment is not received by the payment due date.**

To submit a Scout and Youth Group Reservation Form, please follow the following procedure:

- 1) Fill out and mail this Scout and Youth Group Field Trip Reservation Form. Be sure to make a copy of the completed request for your records. Mail your completed form to :

Pretend City Children's Museum
 Attn: Scout/Youth Group Field Trip Visit
 29 Hubble
 Irvine, CA 92618

I have read and understand the Pretend City Children's Museum Scout/Youth Group Field Trip Policies and verify as true and correct the information on this page.

Signature: _____ Printed Name: _____

Title: _____ Date: _____

| For Pretend City Use Only | |
|---------------------------|--------------------------|
| Date Received: _____ | Map/Dir. Received: _____ |
| Deposit Received: _____ | Confirmed: _____ |
| Cancelled/Date: _____ | Rescheduled Date: _____ |



Group Information Sheet

Troop/Den/Group # _____ Troop/Den/Group Leader _____

Number of Children _____ Total Number of Chaperones (including troop/den leader) _____

| Name of Scout | Age of Scout | Emergency Contact Number | Any special needs |
|---------------|--------------|--------------------------|-------------------|
| 1. | | | |
| 2. | | | |
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| 17. | | | |
| 18. | | | |

| Name of Chaperone | Group # | Contact Number | Notes |
|-------------------|---------|----------------|-------|
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Feel free to use this form to organize your group