

2016-2017 Field Trip Request Form - Afternoon

Please read carefully and complete each section. This completed packet along with a **non-refundable deposit of \$50.00** is required in order to secure a booking. Your date is not confirmed until you are contacted via e-mail by our Group Sales Coordinator to verify receipt and availability.

School/Organization Information

School/Organization Name: _____ School District (if applicable): _____

School/Organization Address: _____

City: _____ Zip Code: _____

School/ Organization Phone: _____ Ext: _____ Fax: _____

Type of School Preschool Elementary Private Home School Other (Specify) _____

Title One*: Yes No * Title One schools in Orange County with 75% or more on free or reduced lunch, please review our scholarship field trip information on our website.

Primary Contact Information (All fields must be completed)

Primary Contact Name: _____ Job Title: _____

Contact Phone: _____ Contact Cell: _____ E-mail: _____

Field Trip Information

Grade Level(s) and/or Age(s) Attending: _____

of Children Attending : _____ # of Chaperones Attending **: _____

Chaperone Requirements
 0-3 year olds—1 Adult : 3 Children
 4-7 year olds—1 Adult : 5 Children
 8+ year olds — 1 Adult : 8 Children

****Chaperone Policy:** Chaperones in ratio are complimentary. Any additional chaperones above the required ratio are \$9.00/chaperone. Aides and therapists are also complimentary and do not need to be paid for. Please let us know how many you will be bringing.

Please note that Teachers are considered to be chaperones and are accounted for in your required number of adults.

Preferred Arrival Time: 1:30 2 PM 2:30 PM
 Preferred times are not guaranteed. 9:30AM Arrival times are only for guided field trips.

Minimum #: 15 Children
Maximum #: 110 Children (Self Guided), 80 Children (Guided)

Field trips are available **Tuesday through Friday**. Please list the top two preferred dates that you agree to accept (if available):

Choice	Day of the Week (Tues–Fri)	Date	Field Trip Type* (Select one) * For detailed descriptions of each field trip option please visit (www.pretendcity.org/fieldtrips) Guided Field Trips are only available for groups with 15-80 students
1			Guided: \$10.00/Child <input type="checkbox"/> Explore With Us! <input type="checkbox"/> \$mart Citizens! Recycle City! <input type="checkbox"/> Go Foods Go! Self-Guided: \$9.00/Child <input type="checkbox"/> Play Your Way
2			Guided: \$10.00/Child <input type="checkbox"/> Explore With Us! <input type="checkbox"/> \$mart Citizens! Recycle City! <input type="checkbox"/> Go Foods Go! Self-Guided: \$9.00/Child <input type="checkbox"/> Play Your Way

Additional Information

Please specify any special requests, needs, notes, etc: _____

Arriving by bus? Yes No Number of buses: _____ Arriving by car/van? Yes No Number of cars/vans: _____

Primary language of students and/or chaperones: _____

Please list each participating teacher's name and email. If the lead teacher is the same as the Main Contact, please write "Same".

Lead Teacher Name: _____ E-mail: _____ Phone: _____

Teacher Name: _____ E-mail: _____

2016-2017 Field Trip Policy Contract - Afternoon

Field Trip Policies: By initialing each section you are agreeing to Pretend City's field trip policies. All sections must be completed or your request will be considered incomplete and will not be processed.

Field Trip Booking Policy & Procedure

1. Complete and return this Field Trip Contract with your non-refundable \$50 deposit. The contract can be mailed, faxed, or e-mailed.
Mail to: Pretend City Children's Museum, ATTN: Field Trips, 29 Hubble, Irvine, CA 92618
Faxed to: ATTN: Field Trips, (949) 428-3908
Emailed to: groupsales@pretendcity.org
2. Upon Pretend City's receipt of your Field Trip Contract and deposit we will contact you via e-mail to confirm that the date you requested was available and has been secured for your field trip.
3. At that time we will e-mail you a "Reservation Confirmation & Invoice" stating your visit date, arrival and departure time, final balance, and the due date of your final balance.
4. **Visits must be paid in full 3 weeks prior to your visit date.** Once final payment has been received by Pretend City, a "Final Confirmation" e-mail will be sent to the primary contact. This e-mail will include your full itinerary, chaperone instructions, bus parking map, and Field Trip Curriculum packet (if applicable).

Please Initial: _____

Cancellation/Refund Policy:

Pretend City Children's Museum reserves the right to cancel this agreement if payment deadlines are not met as outlined above. Invoices, receipts, adjustments and/or alternate payment arrangements must be requested and confirmed in writing. Reservation dates may be rescheduled up to 3 weeks (15 business days) in advance of the visit date with no penalty. In the event that a school/organization must cancel their reservation less than 15 business days from the scheduled visit date, the deposit will be forfeited. All deposits are non-refundable. In addition, ***Pretend City Children's Museum will cancel the school/organizations field trip visit if payment is not received by the final payment due date and deposit will be forfeited.*** Please connect with the Sales Coordinator if you need an extension.

Procedure to Cancel or Reschedule a Field Trip

To cancel a field trip, the Primary Contact of the field trip must provide written notice to the Group Sales Coordinator. Deposits are non-refundable, therefore are forfeit upon receipt of written notice of cancellation. Once written notice of cancellation is accepted by the museum, a written confirmation of the cancellation will be sent to the Primary Contact. Cancellations are not official until the school/organization receives a written confirmation from Pretend City Children's Museum.

Please Initial: _____

Electronics Policy:

Pretend City is a cell phone and electronics free facility. Please ensure all members of your field trip refrain from texting, calling, or using their phone as it distracts from ensuring the safety of children. Photography is the only approved technology. Laptops and tablets are not permitted.

Please Initial: _____

Field Trip Date Policy:

If your original requested date is not available Pretend City will contact the primary contact to find a date that is agreeable for both Pretend City Children's Museum and the school/organization. Once a date has been verbally agreed upon, the deposit will be processed and an e-mail confirmation will be sent to the primary contact with the new date that has been agreed upon.

Please Initial: _____

I have read and understand the Pretend City Children's Museum Field Trip Contract and verify that the information within the contract is true and correct. I acknowledge the enclosed dates to be acceptable.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

For other questions please contact the Group Sales Coordinator

29 Hubble, Irvine, CA 92618 Phone: (949) 428-3900 ext. 202 Fax: 949-428-3908 E-mail: groupsales@pretendcity.org

Website: www.pretendcity.org/fieldtrips



2016-2017 Field Trip Payment Form & Policies - Afternoon

Deposit Information

A non-refundable deposit of \$50.00 is due with Pretend City's initial receipt of the completed Field Trip Contract. If your first or second choice field trip dates are unavailable, the deposit will not be processed until a date has been agreed upon between Pretend City Children's Museum and the school/organization booking a field trip.

Deposits may be made in the form of a bank check, credit card, money order, or purchase order. **If a deposit is not received, reservation dates will not be held.**

Method of Payment:

Credit Card: Visa Master Card American Express Business Check Personal Check Money Order Purchase Order

If Check/Purchase Order please provides the Issuers Name: _____ Payment Mailed on: _____

**If you are not paying by credit card, please attach a paper copy of your method of payment or Purchase Order Requisition Form.*

Credit Card Authorization:

Name of Cardholder (Please Print): _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Cardholder Email: _____ Cardholder Phone #: _____

Card Number: _____ Expiration Date: _____ 3-Digit Security Code: _____

Signature: _____ Amount to be Charged: \$ _____

Purchase Order Policy:

Purchase Orders are accepted for deposits and final payments. **A copy of the Purchase Order must be submitted to Pretend City in order to be eligible for this method of payment.** Purchase Order must include the following language:

"It is understood that payment will be made for the total number of students and additional chaperones regardless of actual attendance unless cancellation occurs under the Terms of Agreement (See Field Trip Contract Page 2).

When using a Purchase Order, final payment must be received within 1 week of the field trip visit date. The visiting school/organization must notify Pretend City Children's Museum of payment delays. If Purchase Order payment is not received within this time frame a \$35.00 late fee will be included in your final field trip costs.

Please Initial: _____

Payment Information:

Once the Field Trip Contract and non-refundable deposit have been accepted, your date will be verified by e-mail and held. You will receive a confirmation e-mail and invoice for the total balance due.

Final balance is due three (3) weeks prior to field trip date.

A \$35 late fee will be charged for all payments made after the due date. Reservations are subject to cancellation if payments are not received by the required date. Deposits are non-refundable; however, a new date may be reserved with initial deposit according to the cancellation/refund policy. After final payment has been processed, it is non-refundable. All sales are final.

Any additional guests above the final count after final payment has been made will need to pay general admission of \$12.50/person day-of your visit.

Please Initial: _____

I have read and understand the Pretend City Children's Museum Field Trip payment policies and verify that I understand and accept Pretend City's terms of agreement for field trip payments.

Signature: _____ Printed Name: _____

Title: _____ Date: _____

For other questions please contact the Group Sales Coordinator

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Website: www.pretendcity.org/fieldtrips