

2015-2016 Scout Field Trip Request Form

Read carefully and complete each section. 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 education department to verify receipt and availability.

Daisy Troop Information:

Troop Name / Number: _____

Troop Leader: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Fax: _____

Primary Contact Information (If different than above):

Primary Contact Name: _____ Title: _____

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

Troop Information:

Grade Level(s) and/or Age(s) Attending: _____ **# of Children Attending:** _____ **# of Chaperones Attending*:** _____

**Chaperone Policy:* Chaperones in ratio are complimentary. Any additional chaperones above the required ratio are \$8.50/person. *Failure to provide the required number of chaperones will not be granted admittance.*

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

Daisy Scout field trips are available Tuesday through Friday afternoons. Afternoon field trips begin at 1:30pm. List the top two preferred dates that you agree to accept (if available):

Choice	Day of the Week (Tuesday– Friday)	Date	Field Trip Type* (Please select one): *For detailed descriptions of each field trip option please visit our website (www.pretendcity.org/fieldtrips)
1			Guided: \$9.50/ Child <input type="checkbox"/> Explore With Us <input type="checkbox"/> Smart Citizen <input type="checkbox"/> Recycle City Self-Guided: \$8.50/ Child <input type="checkbox"/> Play Your Way
2			Guided: \$9.50/ Child <input type="checkbox"/> Explore With Us <input type="checkbox"/> Smart Citizen <input type="checkbox"/> Recycle City Self-Guided: \$8.50/ Child <input type="checkbox"/> Play Your Way

Pretend City Community Patch: \$3.00 Each

Number of Patches Requested: _____

*The number of patches requested will be added to your final payment.



Additional Information

Please specify any special needs for your group (i.e. adjusted lights, sound, 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: _____ If needed, will you have a translator? Yes No

2015-2016 Scout Field Trip Policy Contract

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 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: fieldtrips@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 "Deposit 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.*** Cancellations are not official until the school/organization receives a written confirmation from Pretend City Children's Museum.

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 Education 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. Laptops and tablets are not allowed.

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 Contact 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 Education Coordinator:

29 Hubble, Irvine, CA 92618

Phone: (949) 428-3900 ext. 202

Fax: 949-428-3908

E-mail: fieldtrips@pretendcity.org

Website: www.pretendcity.org/fieldtrips



2015-2016 Scout Field Trip Payment Form & Policies

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 Cashier's 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: _____

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. 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 (5 business days) 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.

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 Education Coordinator:

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Fax: 949-428-3908

E-mail: fieldtrips@pretendcity.org