

## 2017 Field Trip Request Form

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 education department to verify receipt and availability.

### School/ Organization Information:

School/Organization Name: \_\_\_\_\_ School District (if applicable): \_\_\_\_\_

School Principal/ Primary Administrator Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

School Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School/ Organization Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

### Primary Contact Information (All fields must be completed):

Primary Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Type of School:**  Preschool  Elementary  Private  Home School  Other (Specify): \_\_\_\_\_

**Grade Level(s) AND Age(s) Attending:** \_\_\_\_\_ **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.

**# of Classes Attending:** \_\_\_\_\_ **# of Children Attending :** \_\_\_\_\_ **# of Chaperones Attending\*\*:** \_\_\_\_\_

**Minimum #: 15 Children / Maximum #: 120 Children**

**\*\*Chaperone Policy:** Chaperones in ratio are complimentary. Additional chaperones above the required ratio are \$9.00/chaperone. (Minimum chaperones are *required*)

**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

**Preferred Arrival Time:**  9:30 AM  9:45 AM  10:00 AM

\*Lunch times may be adjusted depending on other field trips and to assure that community rooms are cleaned prior to usage.

**Preferred Lunch Time\*:**  11:30 AM  12:00 PM  12:30 PM

**Preferred Departure Time:**  12:45 PM  1:00 PM  1:15 PM  Earlier than 12:45 (insert time): \_\_\_\_\_

Choice	Day of the Week (Mon.– Thurs. Only)	Date	Field Trip Type* (Select one): <small>*For detailed descriptions of each field trip option, visit <a href="http://www.pretendcity.org/fieldtrips">www.pretendcity.org/fieldtrips</a></small> <b>**JULY - SEPTEMBER: Only Play Your Way is offered; no Guided Programs</b>
1			<b>Guided: \$10.00/Child</b> <input type="checkbox"/> Explore With Us! <input type="checkbox"/> Smart Citizens! <input type="checkbox"/> Recycle City! <input type="checkbox"/> Go Foods Go! <b>Self-Guided: \$9.00/Child</b> <input type="checkbox"/> Play Your Way
2			<b>Guided: \$10.00/Child</b> <input type="checkbox"/> Explore With Us! <input type="checkbox"/> Smart Citizens! <input type="checkbox"/> Recycle City! <input type="checkbox"/> Go Foods Go! <b>Self-Guided: \$9.00/Child</b> <input type="checkbox"/> Play Your Way

### Additional Information

\*Schools/organizations who have 60+ students/chaperones may be divided into two guided lessons.

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

Please list each participating teacher's name and email:

Lead Teacher Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**2017 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 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:* 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, unless arrangements are made with the Field Trip Coordinator.*** 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:**

The Primary Contact of the field trip must provide written notice to the Education Coordinator regarding cancellations. 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.

**Children and/or Adults Who Are Absent:**

Unfortunately, Pretend City will not refund any amount for children and/or adults who do not attend the field trip. Absent children will receive a "Citizen's Pass," which is good for one (1) free admission to Pretend City. Attending field trip children will receive a "Buy One, Get One" pass.

**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 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 Field Trip 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



### 2017 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  Business Check  Personal Check  Money Order  Purchase Order

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

*\*If not paying by credit card, please attach a Purchase Order Requisition Form. Check payments must be received in person by the Field Trip Coordinator.*

#### 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. **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 payments made after the due date, unless arrangements are made with the Field Trip Coordinator.** Failure to communicate with the Field Trip Coordinator regarding payments after the specific due date are subject to a late fee. Reservations are subject to cancellation if payments are not received by the required date. Deposits are non-refundable, but 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, which includes any payment for children and/or adults who are absent the day of the field trip.

*Any additional guests not included in the reservation will need to pay the museum's 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 Field Trip Coordinator:

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