

# Pretend City®

CHILDREN'S MUSEUM

## 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 Information

School/Organization Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Organization Phone: \_\_\_\_\_

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

### Primary Contact Information

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

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

### Field Trip Request

Choice	Day of the Week (Wed.– 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>
1			Self-Guided: \$9.50/Child <input type="checkbox"/> Play Your Way
2			Self-Guided: \$9.50/Child <input type="checkbox"/> Play Your Way

Grade Level(s) AND Age(s) Attending: \_\_\_\_\_ Title One:  Yes  No  
 # of Classes Attending: \_\_\_\_\_ # of Children Attending : \_\_\_\_\_ # of Chaperones Attending\*\* : \_\_\_\_\_

“Play Your Way” Minimum #: 15 children / Maximum #: 120 children      “Guided Program” Minimum #: 15 children / Maximum #: 60 children\*

Arriving by bus?  Yes  No      Number of buses: \_\_\_\_\_      \**“Guided Program” field trips with 40+ children will be divided into two-program groups.*  
 Arriving by car/van?  Yes  No      Number of cars/vans: \_\_\_\_\_

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

Preferred Lunch Time \*:  11:00 AM  11:45 PM

Preferred Departure Time:  12:45 PM  Earlier than 12:45 (insert time): \_\_\_\_\_

**\*Please select two (2) lunch time choices; you will receive one of your selected choices depending on scheduling for your specific day.**

### Chaperones

\*\*Chaperone Policy: Chaperones in ratio are complimentary.

*Additional chaperones above the required ratio are \$9.50/chaperone.*

**Chaperone Ratio Requirements:**  
*(Minimum chaperones are required and are based off the youngest child)*  
 0-3 year olds—1 Adult : 3 Children  
 4-7 year olds—1 Adult : 5 Children  
 8+ year olds—1 Adult : 8 Children

## 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.

### Booking Policy and Procedure

1. 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.
2. 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.
3. 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. 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.

#### 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. Children who are absent will still receive the "Buy One, Get One Free" voucher for their paid visit on their next trip.

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 (pictures and videos with cell phones are permitted). Laptops and tablets are not allowed.

Please Initial: \_\_\_\_\_

### Chaperones

If the minimum number of chaperones **does not** attend with your field trip, Pretend City Children's Museum reserves the right to follow the appropriate actions :

Your field trip group may be prohibited from visiting the museum, and you will not receive a refund for the amount paid

Your field trip group may be charged \$50.00 per Pretend City Staff Member needed to properly accommodate your field trip to ensure that students are in the proper ratio while visiting the museum

Attending chaperones must be *at least* 16-years-old in order to accompany a group of students.

Please Initial: \_\_\_\_\_



## 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.

**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  Purchase Order

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

#### Credit Card Authorization:

Name of Cardholder (Please Print): \_\_\_\_\_

Billing Address: \_\_\_\_\_

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

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVC 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

**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 \$14.95 per 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: \_\_\_\_\_