

FIELD TRIP RESERVATION FORM



Fill out and fax or scan/email this form and our *Group Guidelines and Agreement* a minimum of two weeks prior to your visit. Your spot is reserved when you receive a confirmation email.

CALL: 503-471-9911 FAX: 503-223-6600 EMAIL: scheduler@portlandcm.org

GROUP INFORMATION

Name of group	
Name of coordinator	
Street address	
City, State, Zip	
Phone	
Email Address	

VISIT INFORMATION—MUSEUM PLAY FIELD TRIP

2-hour visits for groups of 10 or more children. Available Tuesday—Friday.

PARTICIPANT DETAILS

Number of children	Age of children	Number of Adults

DATE AND TIME OF FIELD TRIP

Preferred date (choose 4)	Preferred Time (choose 2)	Lunch time (add thirty minutes)
1)	9:30 AM—11:30 AM <input type="checkbox"/>	<i>Choose a thirty-minute time slot during your visit:</i>
2)	10:30 AM—12:30 PM <input type="checkbox"/>	
3)	11:30 AM—1:30 PM <input type="checkbox"/>	
4)	12:30 PM—2:30 PM <input type="checkbox"/>	

RESERVATION FEES

Discounts are available for Title I Schools and Head Start. Call 503-471-9911 for details.

	QUANTITY	COST	TOTAL
Children (min. 10)		\$5	
Adults *		FREE!	
Additional adults		\$5	
Lunch room (s)		\$10	
TOTAL			

NOTES

--

DETAILS AND RESTRICTIONS

*Minimum of one adult (18+ years old) per every five children. Additional adults pay group rate. Payment is due on arrival; only one form of payment accepted. Group rate cannot be combined with coupons or memberships. *Group Guidelines and Agreement* must be signed and returned and understood by all chaperones involved. Visit not confirmed until confirmation email received. Incomplete forms will prolong the reservation process.

GROUP GUIDELINES & AGREEMENT

This form must be signed, dated, and submitted at least five days prior to your visit in order to complete your reservation.



CALL: 503-471-9911 FAX: 503-223-6600 EMAIL: scheduler@portlandcm.org

YOUR GROUP

Your group is any and all persons associated with your school or organization. This includes, but is not limited to, children, instructors, chaperones, parents, families, and caregivers.

GROUP VISIT TIME

All group visits are limited to your scheduled two hours with an additional half hour with a reserved lunch room. There are no exceptions to this time limit. Please arrive 5-10 minutes early to accommodate check in and group greeting. If your group arrives late, you will still be departing at your scheduled time. We will try to accommodate your arrival.

PAYMENT

We only accept one form of payment for the group (checks, credit cards, cash, or purchase orders). Individual payments will not be counted as part of the group and will be subject to normal all-day admission fee. Additional discounts do not apply, including any coupons, admission vouchers, or Museum memberships. We cannot issue refunds for checks that are completed in advance and written for more than the amount due.

WHY WE CHARGE FOR ALL GROUP ATTENDEES

Groups are offered accommodations and staff support beyond the scope of normal Museum memberships. No part of a group may use Museum membership toward admission during the group visit.

CHANGES TO YOUR RESERVATION

If your numbers change after your reservation has been made, please call 503-471-9911 or email scheduler@portlandcm.org no later than noon on the day before your visit. After noon on the day before your visit, you will be charged for the number of spots you reserved. Non-confirmed guests exceeding the reservation amount will be charged the normal all-day admission fee.

CHAPERONE REQUIREMENTS

We require one adult (18+ years old) for every five children. Chaperones must actively supervise, keeping eyes and ears

COMMITMENT STATEMENT

I have read and fully understand all of Portland Children's Museum group guidelines and agree to ensure all other chaperones have a copy of, and understand, guidelines.

Signature of Lead Chaperone

Date

on all children for the duration of your visit. If the number of chaperones is below this ratio, you will not qualify for the group rate and will be required to pay the regular all-day admission fee.

Groups of 50+: All groups larger than twenty children will follow the Museum's large group visit plan to alleviate crowding. Small groups will visit the exhibits in a staggered schedule.

LUNCHES

Groups may not eat in the Museum lobby or use the café seating. Lunchrooms accommodate 33 people each and may be reserved for 30 minutes for an additional fee. Space is limited and advance reservations are required. All other personal items should remain in your bus or vehicles.

BUS PARKING

Buses should only drop off and pick up their groups. There is no guaranteed bus parking available at Washington Park.

NAMETAGS

For safety reasons, each student is required to wear a nametag or t-shirt with your group name.

ART STUDIOS

Groups are welcome to explore our Clay Studio as space permits. Programs change daily and may require a small fee for participation. Ask your greeter for more information. Groups are not permitted in the Garage studio, please inquire with greeter about current studios and if groups are permitted.

CANCELLATIONS

If you decide to cancel, please do so in writing a minimum of five days prior to your visit. You may email your cancellation notice to scheduler@portlandcm.org or fax it to 503-223-6600. We reserve the right to charge 50% of your total reservation fee if you do not notify us of your cancellation in advance.

If you have any questions please call our Sales Coordinator at 503-471-9911.

Thank you for choosing to visit Portland Children's Museum, the museum that doesn't act like a museum!