

# FIELD EXPERIENCE 2011-2012

## Reservation Form

*This is not a confirmation letter.*



### STEP 1: Provide group information

*Tours are available Tuesday-Friday from September 13, 2011 to May 31, 2012*

Today's Date	School Name	District		
School Address		City	State	Zip
School Phone	School Fax	Contact Name		
Best Time to be Reached		E-mail		
Number of Classes	Grade Level	Number of Bilingual Classes		

### STEP 2: Select date, arrival time

*Please list four choices for field trip date.*

1st choice (date) _____	<input type="checkbox"/> 9:20-11:10 a.m.	or	<input type="checkbox"/> 11:30 a.m.-1:20 p.m.
2nd choice (date) _____	<input type="checkbox"/> 9:20-11:10 a.m.	or	<input type="checkbox"/> 11:30 a.m.-1:20 p.m.
3rd choice (date) _____	<input type="checkbox"/> 9:20-11:10 a.m.	or	<input type="checkbox"/> 11:30 a.m.-1:20 p.m.
4th choice (date) _____	<input type="checkbox"/> 9:20-11:10 a.m.	or	<input type="checkbox"/> 11:30 a.m.-1:20 p.m.

\_\_\_\_\_ # of children X \$4 = \$ \_\_\_\_\_  
\_\_\_\_\_ # of adult chaperones (2 required for every class. Required chaperones are FREE.)  
\_\_\_\_\_ # additional adults or siblings X \$4 = \$ \_\_\_\_\_

### STEP 3: Select lunch options

Lunch must be purchased at the Museum (no outside food permitted) and pre-ordered 5 business days in advance, paid in full. Lunch includes hot dog (Peanut Butter & Jelly or Cheese sandwich if specified), chips, juice box, fresh fruit or cookies. *Payment: Full payment is due 30 days prior to your visit. A 50% deposit for lunches is required, non-refundable unless canceling within 48 hours. If your organization is sales tax exempt, please bring a copy of your certificate. No outside food permitted inside or outside the museum facility.*

Lunch Order: \_\_\_\_\_ # of lunches @ \$5.50 each = \$ \_\_\_\_\_

Grab Bags: \_\_\_\_\_ # of bags @ \$3.50 each = \$ \_\_\_\_\_

I.D. Tags: Children should wear ID tags that include the name and telephone number of the sponsoring institution.

New Cancellation/Payment Policy Full payment is due 30 days prior to your visit. All sales are final, no refunds or exchanges. Groups with fewer students than reserved will receive general admission tickets to the Children's Museum of Houston (one ticket for each student that is paid for but is NOT attending). Tickets may be used for additional chaperone(s) accompanying your group. In the event that schools scheduling under our sponsored Title 1 admission program cancel a tour, there is no guarantee that the Museum will be able to reschedule your visit under the Title 1 admission program (in which case your school could participate at the regular admission rate if there is space available). If cancellation of a Field Experience tour is necessary, please call or email the Reservations Coordinator at least 3 weeks in advance of the scheduled visit. Expect a confirmation number for the cancellation.

Reservations: Phone: 713-535-7238 Fax: 713-528-0563 E-mail: reservations@cmhouston.org. Please note that reservations are NOT confirmed until you have received a confirmation letter from Children's Museum of Houston's Reservations Coordinator. Children's Museum of Houston memberships cannot be used for admission when visiting with school groups or tours.