



Field Trip Reservation Request Form

Please note your reservation is not final until you receive a confirmation letter from the Children's Museum of Phoenix Group Department.

Monday hours are for general admission visits only. Group Visits and/or Field Trips may be scheduled for any other day of the week.

Today's Date: _____
 School/Organization Name: _____
 School District: _____
 School/Organization Mailing Address: _____
 City: _____ State: _____ Zip: _____
 School Principal or Administrator: _____
 Contact Name: _____
 School or Organization Phone: _____ Extension: _____
 Cell Phone: _____
 Preferred time to be reached: _____
 E-mail Address: _____
 Grade Level and/or Age Attending: _____
 Is your School Title 1: (*additional discounts offered when visiting Sept. 1-Feb. 28/29*): Yes No

Please list three choices:

Field Trip Date – 1st Choice: _____ Arrival time: 9am 9:30am 10am 10:30am
 Field Trip Date – 2nd Choice: _____ Arrival time: 9am 9:30am 10am 10:30am
 Field Trip Date – 3rd Choice: _____ Arrival time: 9am 9:30am 10am 10:30am
 If you would like to request a different arrival time please list it here: _____
 (*any requested arrival times must be before 2pm*)

_____ Approximate # of students (*minimum 15*)
 _____ # of required adult chaperones – 18yrs + (*1 required for every 5 students and will be admitted free*)
 _____ Approximate # of extra chaperones (*\$7 each when pre-paid*)

Method of Transportation: Personal Vehicles Vans Bus (*# of buses if known*) _____

Payment Policy: A pre-payment is required a minimum of **10 business days** prior to your scheduled arrival. All extensions must be requested from the Children's Museum of Phoenix Group Reservation Specialist. If payment is not received prior to your scheduled arrival date, the Children's Museum of Phoenix reserves the right to cancel your group visit and the group rate will no longer apply. All children and chaperones not paid for prior to the groups arrival will be charged general admission price of \$11 each at check-in. We currently take the following forms of payment: cash, all major credit cards, checks, and/or purchase orders.

All cancellations must be submitted to the Reservation Specialist via email or phone. If payment has already been made, a credit in the payment amount will retain on the groups account to apply towards a future visit within one year of the scheduled visit.

**Completed forms may be submitted via Fax: 602.307.9833 or E-mail: groupvisits@childmusephx.org
 Additional questions can be directed to the above E-mail address or you may call 602.253.0501 option 3**