

GROUP VISIT RESERVATIONS 2011-2012

1. Contact Information:

Name: _____

Email: _____

Street: _____

City / State / Zip: _____

Phone Number: _____

Other Phone Number: _____

Fax Number: _____

2. Group / School Name _____

3. Age / Grade of Students _____

4. Number of Children / Students _____

5. Number of Adults / Teachers

(1 Adult for every 10 children required and will be free) _____

6. Preferred Visit Date *(First Choice)*

MM/DD/YYYY: _____ / _____ / _____

7. Preferred Visit Date *(Second Choice)*

MM/DD/YYYY: _____ / _____ / _____

8. Preferred Visit Date *(Third Choice)*

MM/DD/YYYY: _____ / _____ / _____

9. Field Trip Requested

Basic (Includes Exhibits & Robot Lab)

CLC Mission

10am - 12pm

Moon or Mars

12pm - 2pm

9:30am - 11:30am

2pm - 4pm

12pm - 2pm

Lunch Area

11:30am - 12pm

12pm - 12:30pm



CITY OF DOWNEY

10. Field Trip Fees:

Educational Group Fee Per Person: \$3.00	X	# of Students:	=	\$
Fee Per Person: \$5.00	X	# of People:	=	\$
Challenger Learning Center: \$350.00	X	# of Missions:	=	\$
Total amount due:				

11. Payment Method: *(check one)*

- Cash
 Check *Please make checks payable to "Columbia Memorial Space Center"*
 Credit Card *Circle one:* Discover MasterCard Visa

Card Number: _____

Expiration Date: _____

Name on Card: _____

Signature: _____

Cancellation and Refund Policy:

There is a \$25.00 non-refundable fee for all group reservations. The deposit will be applied towards the total cost of the program. The deposit must be paid at least 30 days prior to the field trip date. If booking a reservation less than 30 days in advance, the booking fee is due immediately. Any unpaid fees are due upon arrival at the Columbia Memorial Space Center on the date of your reserved trip.

Final headcount must be given 7 days prior to the date of your visit. Should your headcount change, please contact us at (562) 231-1200 with your changes. If fewer individuals in your group arrive on your visit date, the group will be responsible for payment of all reserved tickets. If you arrive with more individuals than you reserved, your group space is not guaranteed.

Cancellation and rescheduling must be made by calling (562) 231-1200. Trips must be cancelled and / or rescheduled 7 days prior to your visit. Cancelled trips paid in full will be refunded (less the deposit). Without 7 days notice of cancellation or rescheduling, your group will be charged the full cost of the reserved trip.

Name: _____

Signature: _____

Principal Name (for schools only): _____

Signature: _____

Please Mail Completed Form plus \$25 Deposit to:
 Columbia Memorial Space Center Group Reservations
 12400 Columbia Way Downey, CA 90242
 562-231-1200 (office) 562-231-1206 (fax)