



Group Reservation Request Form

Groups: \$7 per person plus tax (minimum of 15). Guests under 2 are free and do not count towards the minimum number of 15. We require 1 Adult (16 years or older) for every 10 children (under 14 years of age). There are no exceptions to this rule.

Extra Guests will be **full price of \$10 plus tax at the door.**

Please note your reservation is not final until you receive a confirmation letter.

Visits may be scheduled Tuesday-Sunday pending availability.

Today's Date: _____
 Organization Name: _____
 Contact Name: _____
 Contact/Organization Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Contact/ Organization Phone: _____ Extension: _____
 Cell Phone (in case of an emergency while you're on site): _____
 Preferred time to be reached: _____
 E-mail Address: _____
 Type of Group (example, church): _____

Please list three choices:

Visit Date – 1st Choice: _____ Arrival time: 9am 9:30am 10am 10:30am
 Visit Date – 2nd Choice: _____ Arrival time: 9am 9:30am 10am 10:30am
 Visit 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: _____ (times must be before 2pm)

_____ Total # of guests (minimum 15)
 _____ # Adults
 _____ # Children over 2 years of age
 _____ # Children under 2 years of age (For capacity numbers only)

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

Payment Policy: Payment is required a prior to your scheduled arrival or before your group may enter the science center. If payment is not received, the Monroe Science Center 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 group's arrival will be charged general admission price of \$10 each at check-in. We currently take the following forms of payment: cash, all major credit cards, and checks.

All cancellations must be submitted 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.

Additional questions can be directed to sciencenter@monroenc.org or you can call at 704-282-4570