

# RESERVATION FORM

Fill out and send in this Reservation Form and Group Agreement a minimum of two weeks prior to your visit. Your spot is reserved when you receive a confirmation letter via email. Questions? Please call (503) 471-9911

Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Group/School Name: \_\_\_\_\_

Field Trip Coordinator: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Age/Grade of Children: \_\_\_\_\_

# of Children \_\_\_\_\_ # of Adults: \_\_\_\_\_

## 1. WHAT WOULD YOU LIKE TO DO?

### Exhibit Explorers

Available Tuesdays, Wednesdays, & Fridays all year (Plus Mondays from March 1-August 31).

**Time of Visit**  
(select one)

- 9:30am – 11:30am
- 10:30am – 12:30pm
- 11:30am – 1:30pm
- 12:30pm – 2:30pm

**Day of Visit**  
(list four dates in order of preference)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**Select one:**  Reserve a lunchroom  
 Do not reserve a lunchroom

### Arts in Focus Workshop at the Museum

Add an Arts in Focus Workshop to your visit. Workshops are available at the Museum, **TUESDAYS ONLY**, beginning at 9:30am. Cost is \$4.50 per child.

Yes, please add an on-site Workshop to our visit

**Select one:**

- Clay and Play, Age 2-5, 60 min., (10-15 children)
- Paint and Play, Age 2-5, 60 min., (10-15 children)
- Paper Play, Age 2-5, 60 min., (10-15 children)
- Junk Deli, Grade K-6, 60 min., (10-15 children)
- Clay Sculptors, Grade K-6, 75 min., (15-30 children)
- Paper Sculptors, Grade K-6, 75 min., (15-30 children)
- Community Mural, Grade K-6, 75 min., (15-30 children)
- Drawing/Watercolor, Grade K-6, 75 min., (15-30 children)

**Special Needs:** Please inform us of your group's needs so we can do our best to serve you. We look forward to working with you!

\_\_\_\_\_  
\_\_\_\_\_

## 2. CALCULATE YOUR RESERVATION FEES

Note: Discounts are available for Title 1 Schools and Headstart. Call (503) 471-9914 for additional information

Exhibit Explorers	# of Children	X \$4.50	= \$
	# of Required Adults	Free!	= \$0.00
	# of Additional Adults	X \$4.50	= \$
	# of Lunchrooms	X \$10	= \$
Arts in Focus Workshop	# of Children	X \$4.50	= \$
		TOTAL	= \$

## 3. CHOOSE YOUR PAYMENT OPTION

- Select one:**
- Enclosed check or money order payable to Portland Children's Museum.
  - Enclosed photocopy of a purchase order for the full amount.
  - Credit card.
  - Payment upon arrival.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Card #: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_

Exp. date: \_\_\_\_\_

## 4. SEND IN YOUR RESERVATION FORM & GROUP AGREEMENT.

Please read and sign/date the group agreement on the next page. Send in your Reservation Form & Group Agreement a minimum of two weeks prior to your visit. Incomplete forms will prolong the reservation process.

**By Mail:**  
Portland Children's Museum  
Attention: Scheduler  
4015 SW Canyon Road  
Portland, OR 97221

**In Person:**  
Stop by the Children's Museum  
in Washington Park

**By Fax:**  
(503) 223-6600 - Attn: Scheduler

# GROUP GUIDELINES & AGREEMENT

This form must be signed and dated to complete your reservation.

## CHANGES TO YOUR RESERVATION

If your numbers change after your reservation has been made, please call (503) 471-9911 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.

**Important note:** We reserve the right to charge the regular admission fee of \$8 per person for every person exceeding the reservation amount.

## NAMETAGS

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

## SPECIAL NEEDS

Please be sure to inform us about all special needs so we can do our best to serve your group.

## CHAPERONE REQUIREMENTS

CHAPERONE REQUIREMENTS: The adult to child ratio is 1:5. **One adult, age 18 or older, is to actively supervise a group of no more than five children.**

This means keeping eye and ears on all children in your care for the duration of your visit.

Within these guidelines, the maximum size of any individual group can be no larger than 10 children and 2 chaperones. For example, a group of 50 children will require 10 chaperones.

**If the number of chaperones is below this ratio, please note that you will not qualify for the group rate and will be required to pay the regular admission fee of \$8 per person.**

Groups of 20+: All groups larger than twenty children will follow the Museum's large group visit plan to alleviate crowding. A Museum map with each exhibit numbered will be provided to each chaperone after their group greeting. Following the numbered sequence, each group will visit the exhibits in a staggered schedule that will allow for groups and general visitors to have the greatest opportunity for a successful experience.

## ARRIVAL

If your numbers change after your reservation has been made, please call (503) 471-9911 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.

- Your confirmation letter
- Accurate count of adults and children
- One form of payment

## LATE ARRIVAL

We'll do our best to accommodate you. Keep in mind that groups may not purchase extra time, and if your group arrives late, you will still be departing at your scheduled time.

## PAYMENT

We can only accept one form of payment for the group, and happily accept checks, credit cards, cash, or purchase orders. Please remember that additional discounts do not apply. This includes, but is not limited to, any child museum membership, coupons or admission vouchers.

**Important note:** We cannot issue refunds for checks that are completed in advance and written for more than the amount due

## GREETING

After you have paid, one of our educators will provide a brief greeting to welcome your group to the Museum and inform you of the day's programs and events

## LUNCHES

Groups may not eat in the Museum's public snack area. **Lunchrooms accommodate 33 people and may be reserved for 30 minutes and cost \$10 per lunchroom.** Space is limited and advance reservations are required. If your group is larger than 33 people you will need to reserve more than one lunchroom. Due to limited storage space, your group should only bring your lunches into the Museum if you are eating in our lunchrooms. All other personal items should remain on your bus.

## BUS PARKING

Buses may only drop off and pick up their groups. Bus parking is no longer available at Washington Park.

## ART STUDIOS

Groups are welcome to explore our Clay Studio and Wonder Corner as space permits. Programs change daily and may require a small fee for participation. Ask your greeter for more information.

**Important note:** Visit the Garage by signing up for Junk Deli.

## CANCELLATIONS

If you decide to cancel, please do so in writing a minimum of five days prior to your visit. You may fax your written cancellation 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.

---

## COMMITMENT STATEMENT

I have read and fully understand all of the Portland Children's Museum group guidelines.

---

Signature of lead chaperone

Date

If you have questions, please call our scheduler at (503) 471-9911. Thank you for choosing to visit the Portland Children's Museum – where imagination lives!