

## School Group Reservation Policy

- Reservation *must* be made two weeks in advance.
- The first option is \$5.00 per student; each additional option is \$3.00 per student. Any combination of the 4 options is acceptable.
- All visits are self-guided.
- ONE chaperone *per* FIVE students will be free. Each additional chaperone will pay the student rate.
- PAYMENT IS DUE ON ARRIVAL: check or credit card is preferred.
  - *If you require an invoice, prior arrangements must be made.*
- Date, time, and number of students must be confirmed five days prior to reservation date. *Your group will be charged this confirmed number regardless if less than come on the day of reservation. Groups bringing more than the confirmed number will be charged.*
- No-shows and cancellations less than 48 hours before the reservation will be assessed 50% of the confirmed amount.
- Please mail (222 SW Washington St. Peoria, IL 61602) or fax (309.863.3054) this reservation sheet to the Group Tours and Reservations Coordinator

For more field trip policy information please visit:

<http://www.peoriariverfrontmuseum.org/educators/field-trips/field-trip-policies-and-procedures>

## School Group Reservation

Day:    M    T    W    Th    F

1<sup>st</sup> Choice Date: \_\_\_\_\_

2<sup>nd</sup> Choice Date: \_\_\_\_\_

Your choice of reservation date will be confirmed within 48 hours.

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Teacher/Leader: \_\_\_\_\_

School: \_\_\_\_\_

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

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

County: \_\_\_\_\_

Grade: \_\_\_\_\_ #Classes: \_\_\_\_\_ #Students: \_\_\_\_\_ #Adults \_\_\_\_\_

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

Phone: Work \_\_\_\_\_ OR Cell \_\_\_\_\_

*Thank you for choosing Peoria Riverfront Museum for your class field trip!*

## Option 1: Galleries Time: \_\_\_\_\_

(All 6 galleries included with option 1)

International Feature Gallery

Yes

Fine & Folk Art/Permanent Collection Gallery

Yes

Peak Performance/IHSA Gallery

Yes

IL River Encounter Gallery

Yes

The Street Gallery

Yes

Discovery Worlds Gallery (PreK-4)

Yes

## Option 2: Planetarium Time: \_\_\_\_\_

(minimum of 20 students for a *private* show)

Yes, show: \_\_\_\_\_

(For a list of our shows please visit:

<http://www.peoriariverfrontmuseum.org/educators/field-trips/school-planetarium-descriptions>)

## Option 3: Giant Screen Theater Time: \_\_\_\_\_

(Educational Films Only)

Yes, show: \_\_\_\_\_

(For a list of our Giant Screen Theater educational shows please visit:

<http://www.peoriariverfrontmuseum.org/whats-happening-now/giant-screen-theater/educational-movies>)

## Option 4: Educational Workshop Time: \_\_\_\_\_

(minimum of 15 students for to schedule a workshop)

Yes, workshop: \_\_\_\_\_

(For a list of our educational workshops please visit:

<http://www.peoriariverfrontmuseum.org/educators/field-trips/workshops>)

## Lunch

Yes, time: \_\_\_\_\_

**Will you be bringing a sack lunch?** Yes or No

OR

**Would you like to purchase a box lunch?** Yes or No

OR

**Would you like to purchase from the concession stand?** Yes or No

## Visiting the museum store?

Yes, preferred time: \_\_\_\_\_

*Does your group need accommodations for special needs? If so, please explain \_\_\_\_\_*

## Staff Use Only

Notes: \_\_\_\_\_

Lunch location: \_\_\_\_\_

Taken by: \_\_\_\_\_ Date: \_\_\_\_\_ Cost/student: \_\_\_\_\_

Confirmed Reservation Date: \_\_\_\_\_

Staff start time: \_\_\_\_\_