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. <u>Your group will be</u> <u>charged this confirmed number regardless if less than</u> <u>come on the day of reservation. Groups bringing more</u> <u>than the confirmed number will be charged.</u>
- 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

W Th

1 st Choice Date:
2 nd 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
Fmail:	

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

OR Cell

All 6 galleries included with option 1) International Feature Gallery	Option 1: Galleries Time:
Fine & Folk Art/Permanent Collection Gallery Yes Yes Peak Performance/IHSA Gallery Yes It River Encounter Gallery Yes Yes The Street Gallery Yes 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 ducational 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: Yes, workshop: Yes, workshop: 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 Staff Use Only Lunch Lunch Lunch Lunch Staff Use Only Lunch Lunc	•
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Staff start time:	Confirmed Reservation Date:



Phone: Work