

# 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 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.
  - o *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.
- 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:  
[www.peoriariverfrontmuseum.org/educators/field-trips/field-trip-policies-and-procedures](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: \_\_\_\_\_ Grade: \_\_\_\_\_ #Classes: \_\_\_\_\_ #Students: \_\_\_\_\_ #Adults \_\_\_\_\_

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

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

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

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

### Form of payment:

- Cash, Check, Credit Card  
(please pay on the day of arrival)

- Invoice - please indicate to whom and where the invoice needs to be sent. Invoices are sent prior to group visit.

### Option 1: Galleries

Time: \_\_\_\_\_

(All 6 galleries included with option 1)

- International Feature
- Fine & Folk Art/Permanent Collection
- Peak Performance/IHSA
- Illinois River Encounter
- The Street
- Discovery Worlds (PreK-4)

### Option 2: Planetarium

Time: \_\_\_\_\_

(minimum of 20 students for a private show)

Show: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Option 3: Giant Screen Theater

Time: \_\_\_\_\_

(Educational Films Only)

Film: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Option 4: Educational Workshop

Time: \_\_\_\_\_

(minimum of 15 students for to schedule a workshop)

Workshop: \_\_\_\_\_

\_\_\_\_\_

### Lunch

Time: \_\_\_\_\_

Will your class bring a sack lunch? Yes or No

OR

Will your class like to purchase a box lunch? Yes or No

OR

Will your class purchase from the concession stand? Yes or No

### Visiting the museum store? Time: \_\_\_\_\_

Does your group need accommodations for special needs?

If so, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### VSA ONLY

#### FOR OFFICE USE ONLY

#### STAFF USE ONLY

Transaction # \_\_\_\_\_ #Students \_\_\_\_\_ #Adults \_\_\_\_\_

VSA Initial \_\_\_\_\_ Refund needed:  Yes  No

Payment Type (select all that apply) Amount of refund \$ \_\_\_\_\_

Cash \$ \_\_\_\_\_ Invoice needed  Yes  No

Check \$ \_\_\_\_\_ Amount for invoice \$ \_\_\_\_\_

Credit Card \$ \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Lunch Location: \_\_\_\_\_

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

Confirmed Date: \_\_\_\_\_ Staff start time: \_\_\_\_\_