

**Group Visit Reservation Request Form**

**2024-2025 Academic Year**

**GENERAL INFORMATION**

**Museum** visits typically last 2 hours per 100 guests.

**Planetarium** visits typically last 1 hour per 100 guests.

|  |  |
| --- | --- |
| **Group Name** |  |
|  **Contact Name** |  |
| **Address**(include zip code) |  |
| **Phone Number** |  |
| **Email Address** |  |
| **Principal Name** |  |
| **Principal Email** |  |

|  |  |  |
| --- | --- | --- |
| **Requested Date of Visit** **Please include 3 dates** | 1st Choice |  |
| 2nd Choice |  |
| 3rd Choice |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Requested time of Arrival** |  | **Requested Visit Start Time** |  |
| **Requested time of Departure** |  | **Requested Visit End Time** |  |

|  |  |
| --- | --- |
| **FOR STUDENT GROUPS** |  |
| **Number of Students (1 yr and up)**  |  | **Grade:**  |  |
| **Number of PARENT chaperones** |  |
| **Number of staff** |  |

**Will any members of your group be in wheelchairs:** Y N Unknown **How Many:\_\_\_\_\_\_**

**Will one or more members of your group need a privacy suite for sanitary needs:** Y N

**Will one or more members of your group need a privacy suite for breast feeding:** Y N

**MUSEUM VISIT INFORMATION**

*Please note all guided tours are provided in English please bring your own interpreters or translators if required*

* **Would you like a Museum GUIDED tour?**[ ]  **YES \_**[ ] **NO**
	+ *If* ***Yes****, please select up to 4 galleries you would like to visit*
	+ *If* ***NO****, would you like a self-guided visit?* [ ] YES [ ] NO

**SEPCIAL EXHIBITON CHOICES – Please note these are subject to change without notice**

|  |  |  |  |
| --- | --- | --- | --- |
| **SPECIAL EXHIBITION NAME****FALL 2024** |  | **SPECIAL EXHIBITION NAME****Spring 2025** |  |
| ***Dinosaur Train The Exhibit*** |[ ]  **Wild Kratts: Ocean Adventure & Wild Kratts: Creature Power**  |[ ]
| ***M.C. Escher: Infinite Variations***  |[ ]  **Divine Forms & Earthly Delights: Reimagining Asian Art** |[ ]
| ***Order and Illusion: The Geometry of Art*** |[ ]  **Ivan Bubb Archival Materials: 100 years since RPM was built**  |[ ]
| ***American Impressionism: Inside/Out***  |[ ]   |[ ]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GALLERY NAME** | **X** | **GALLERY NAME** | **X** | **GALLERY NAME** | **X** |
| Ancient Civilizations Gallery (Mummy) |[ ]  North American Indian Gallery |[ ]  Arms and Armor Gallery |[ ]
| Latin American Gallery |[ ]  Fossil Exploration  |[ ]  Art Galleries |[ ]
| Pennsylvania German Gallery |[ ]  Animal Habitats Gallery  |[ ]  Arboretum (Apr – Oct ONLY) |[ ]
| Highlights tour **for groups of 40 or less** |[ ]

**Permeant Gallery Choices**

**PLANETARIUM VISIT INFORMATION (choose 1)**

* **Would you like a Private Planetarium Show?** [ ]  **YES \_**[ ] **NO**
	+ *If* ***NO****, would you like to attend a public Star Show?* [ ] YES [ ]  NO

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Recommended for**  **PreK-3rd Grade – ALL AGES** |  | **Recommended for****4th – 8th Grade** |  | **Recommended for****8th grade and up** |  |
| The Enchanted Reef |[ ]  Daughter of the Stars |[ ]  Oasis in Space |[ ]
| The Zula Patrol – Under the Weather \* |[ ]  Sonic Vision |[ ]  Clouds of Fire |[ ]
| The Zula Patrol – Down to Earth \* |[ ]  Seeing |[ ]  Secret of Calakmul |[ ]
| Jack Frost and the Skies of Winter |[ ]  Dark Star Adventure |[ ]  Phantom of the Universe \* |[ ]
| Season of Light |[ ]  Tales of the Maya Skies |[ ]  Two Small Pieces of Glass |[ ]
| **STAFF SUGGESTIONS** |  | Back to the Moon for Good |[ ]  Realm of Light |[ ]
| One world big sky: Big Bird’s Adventure \* |[ ]  Sunstruck |[ ]  Cosmic Origins Spectrograph |[ ]
| Perfect Little Planet \* |[ ]  Astronaut |[ ]  Mexica Archeoastronomy \* |[ ]
| Legends of the Night Sky \* |[ ]  Search for the Edge of the Solar System |[ ]  Astrology the Story of you |[ ]
| Stars |[ ]  Einstein’s Gravity Playlist |[ ]  Distant Worlds: Alien Life \* |[ ]
| Stars of the Pharaohs \* |[ ]  Out There |[ ]  Dynamic Earth \* |[ ]
| Dark Matter Mysteries  |[ ]  The Sun: Our Living Star |[ ]  Mayan Archeoastronomy \* |[ ]
| Black Holes \* |[ ]  Dark |[ ]  Hot & Energetic Universe \* |[ ]
| The Magic Globe  |[ ]  From Earth to the universe \* |[ ]  Exoplanets \* |[ ]
| Audio Universe \* ⬩ |[ ]  Europe to the Stars \* |[ ]  Asteroids \* |[ ]
| Dream to Fly |[ ]  Unveiling the Invisible Universe \* |[ ]  Moon\* |  |
| **\*also available in Spanish****⬩show for the blind** |  |  |  |  |  |

**Dining Information**

Please note the Museum does NOT arrange for food – you may bring in a packed lunch.

* **Will you need a location to eat lunch?** [ ] **Yes** [ ] **No**
* **How long would you like for lunch?** [ ] **1 hour** [ ] **1/2 Hour**
* **Will your lunch be school provided and/or brown bag lunches?** [ ] **Yes** [ ] **No**
* **Would you like information sent about The Museum preferred box lunch caterers?** [ ]  **Yes** [ ] **No**

**OFFICE USE ONLY**

**Date Received: \_\_\_/\_\_\_/\_\_\_**

**Approved Date: \_\_\_/\_\_\_/\_\_\_ By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Processed on: \_\_\_/\_\_\_/\_\_\_ By:\_\_\_\_\_\_\_\_\_**

**Confirmation Sent: \_\_\_/\_\_\_/\_\_\_ By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applied for FTI** Y N **FTI Awarded:** Y N

**PAYMENT INFORMATION AND POLICIES**

**COST: Per person -**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Museum ONLY** | **Planetarium ONLY** | **Museum and Planetarium** |
| **Children Under 1** | FREE | FREE | FREE |
| **Students ages 1 and Up** | $5 | $5 | $10 |
| **Parent Chaperones** | $6 | $6 | $12 |
| **Adults** | $9 | $7 | $16 |
| **Staff** | FREE | FREE | FREE |

**TERMS AND CONDITION**

**Group Rates Defined:** Group rates are for groups of 10 or more - exceptions may be made at the sole discretion of The Museum

PAYMENT POLICIES

* Effective 9/7/24 - A non-refundable fee of $50 per 1-100 guests is required to reserve your date. An additional $50 fee will be added for group counts exceeding 100 guests.
	+ The Museum will allow a grace period of at least 1 month from the time the confirmation is received to receive this payment.
	+ Reserved dates will be released ONLY if reservation fee has not been received by the end of the grace period, AND if another group wishes to book the date reserved for you.
		- Before releasing your date: The Museum will notify you and you will be given 3 business days to make your payment, after which point, your tour date will be released.
* Payments may be made by credit card or check, cash is not accepted for group visits.
	+ School can choose to have their credit card numbers kept on file for final payments.
* Museum Memberships, Membership discounts, discount or free admission passes, and Library passes, do not apply to group visits.
* Your visit confirmation serves as your invoice, there is a $12.00 surcharge for updated invoices.
* There are NO REFUNDS for group visits.
* There are NO REFUNDS for overpayments.
* Final payment is due the Monday prior to your visit and must be received for your visit to start.
* Final group count is due the Monday prior to your visit. Should your day of count exceed your final group count, you will be charged regular admission rates for the increased numbers.

CANCELLATIONS

* There are NO REFUNDS for cancellations - should you find you need to cancel your visit you will forfeit your reservation fee and any other payments that have been made.
* Rescheduled visits may not be required to pay a new reservation fee if new date is within 3 months of cancelled date.
* No-Shows are considered cancellations and all monies are forfeited.

OTHER

* Group visits should be booked as far in advance as possible. We cannot accommodate groups that wish to book after the 15th of the month prior.
* Visits are not confirmed until you have received a confirmation. Please allow 2 weeks for processing.
* The Museum reserves the right to alter your itinerary the day of your visit in order to make your museum/planetarium experience the best possible experience for your group.
* Your visit is closely coordinated with other groups, events, and programs happening at the same time as a result, you may not be able to alter your itinerary upon arrival.
* Groups will not be admitted to the Museum or Planetarium building more than 15 minutes prior to your tour start time.

**Exceptions to these payment policies may be made at the discretion of the Reading Public Museum and are not guaranteed for future visits.**

**ACKNOWLEDGEMENT**

 **Please initial & Sign:**

\_\_\_\_\_\_\_\_\_\_\_I have read & agree to the payment information and policies

\_\_\_\_\_\_\_\_\_\_\_I understand that I am responsible for communicating these polies and procedures with the necessary

people in my district.

\_\_\_\_\_\_\_\_\_\_\_I understand that my trip date is not confirmed until I receive a written confirmation from The Museum

and my deposit has been made.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_

Printed Name Signature Date:

School Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PAYMENT INFORMATION**

**My group has applied for Feed Their Imagination Funding:** YES NO

**My group will pay the deposit via:** Credit Card Check

**My group will pay the final balance via:** Credit Card Check

**CREDIT CARD AUTHORIZATION**

**Please charge the card below for: *(please select all that apply)***

[ ] **$50/per date deposit**

[ ] **Final Payment charged the day of the visit**

**Credit card information:**

|  |  |
| --- | --- |
| **Card Holder Name** |  |
| **Billing Address**  |  |
| **Email Address for Receipt**  |  |
| **Credit Card Type** | [ ] VISA [ ] Master Card [ ] American Express [ ] Discover |
| **Credit Card Number** |  |
| **Expiration Date** |  | **CCV Code** |  |

**ADDITIONAL INFORMATION**

*Please use this space to provide us with any additional accessibility needs you may have that we should be aware of or any additional information you would like us to know.*

**Please complete and return this form to** **wendy.koller@readingpublicmuseum.org**

*Please note The Museum can no longer accept Google docs, please submit forms as PDF or Word Document.*

**All questions and inquiries should be sent to Wendy at the above email.**