

**Group Visit Reservation Request Form**

**2018-2019 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** |       |

|  |  |  |
| --- | --- | --- |
| **Requested Date of Visit**  | 1st Choice | Click here to enter a date. |
| 2nd Choice | Click here to enter a date. |
| 3rd Choice | Click here to enter a date. |
| **Requested Time of Arrival** |       |
| **Requested Time of Departure** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **FOR STUDENT GROUPS** |  | **FOR ADULT GROUPS** |  |
| **Number of Students (1 yr and up)**  |       | **Grade:** | **Number of Adults** |       |
| **Number of PARENT chaperones** |       | **Number of Seniors (65+)** |       |
| **Number of staff** |       | **Number of Staff** |       |

**MUSEUM VISIT INFORMATION**

**Would you like a Museum GUIDED tour? (self-guided visits only available for groups of 20 or less and only during public hours)**[ ]  **YES \_**[ ] **NO**

*If Yes, please select the galleries you would like to visit - choose up to four.*

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SPECIAL EXHIBITION NAME** (FALL 2018) | **X** | **SPECIAL EXHIBITION NAME** (Winter/Early Spring 2019) | **X** | **SPECIAL EXHIBITION NAME** (Spring 2019) | **X** |
| Dinosaurs in Motion**9/21/18 to 1/6/19** |[ ]  Astronaut **1/21/19 - 5/5/19** |[ ]  Permian Monsters: Life before the Dinosaurs **5/18 - 9/2**  |[ ]
| Across the Atlantic: American Impressionism through the French Lens **9/8/2018 - 1/20/2019**  |[ ]  The Dutch Golden Age: Prints by Rembrandt and his Contemporaries **2/2/19 - 5/5/19**  |[ ]  Smokey Bear and the Art of Rudy Wendelin **5/18 - 8/25**  |[ ]
| Sign of the Times: Political Posters **9/1/18-1/19/19** |[ ]   |[ ]   |[ ]
|  |[ ]   |[ ]   |  |

**PERMANENT GALLERY CHOICES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |[ ]

**PLANETARIUM VISIT INFORMATION**

**Would you like a Private Planetarium Show?** [ ]  **YES \_**[ ] **NO**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Recommended for**  **PreK-3rd Grade – ALL AGES** | **X** | **Recommended for****4th – 8th Grade** | **X** | **Recommended for****8th grade and up** | **X** |
| In My Back Yard |[ ]  Daughter of the Stars |[ ]  Oasis in Space |[ ]
| The Great Space Treasure Hunt |[ ]  Sonic Vision |[ ]  Clouds of Fire |[ ]
| Our Place in Space |[ ]  \*\*\*Legends of the Night Sky |[ ]  \*\*\*Black Holes |[ ]
| Animals of the Sky |[ ]  Dark Star Adventure |[ ]  More than Meets the Eye |[ ]
| The Enchanted Reef |[ ]  Tales of the Maya Sky |[ ]  Two Small Pieces of Glass |[ ]
| The Zula Patrol – Under the Weather |[ ]  Back to the Moon  |[ ]  Realm of Light |[ ]
| The Zula Patrol – Down to Earth |[ ]  Sun Struck |[ ]  \*\*\*Dark Matter Mysteries |[ ]
| Jack Frost and the Skies of Winter |[ ]  Astronaut |[ ]  2012 End of the World |[ ]
| Seasons of Light |[ ]  Search for the Edge of the Solar System |[ ]  Astrology the Story of you |[ ]
| **\*\*\***Big Bird’s Big Adventure |[ ]  \*\*\*Stars |[ ]  Icy Worlds |[ ]
| \*\*\*Perfect Little Planet |[ ]  **\*\*\***Stars of the Pharaohs  |[ ]  Dynamic Earth |[ ]

**\*\*\* Staff Suggestions**

**Dining Information**

Please note the Museum does NOT arrange for food – you will need to bring a packed lunch or arrange to have food brought in.

**Will you need a location to eat lunch?** [ ] **Yes** [ ] **No**

**How long would you like for lunch?** [ ] **1 hour** [ ] **1/2 Hour** [ ] **45 Minutes**

**PAYMENT INFORMATION AND POLICIES**

**COST: Per person**

***Reading School District call for pricing***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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 |
| Senior Citizens | $5 | $5 | $10 |
| Staff | FREE | FREE | FREE |

**Memberships – Library passes – discounts – special passes – coupons NOT VALID for group visits**

**Deposit:**

* All groups are required to pay a $50 deposit to hold the date of your visit\*
* Deposits for all groups **MUST** be made via Credit Card.

**Trip Confirmation:**

* Upon receiving this reservation form the Museum, will process your tour request with in 1 week – ***your tour is not confirmed until you receive your visit confirmation and make your deposit payment.***
* 1 week prior to your visit you will received special instructions as well as your detailed itinerary for the day – it is important that this itinerary is followed as there may be several groups visiting at the same time.

**Final Payment:**

* Your final payment is due 1 week prior to your visit.\*
* Final payments can be made via credit card or check The Museum does NOT accept cash for group visits.
* Groups who wish to make the final payment the day of their trip MUST use the credit card on file from the deposit.\* Cash and check payments will not be accepted the day of the visit.
* No refunds or credits will be given for over payments.\*

**Cancellations:**

* There are NO REFUNDS for cancellations. Should you find you need to cancel you will forfeit your deposit and any other payments already made. (Certain exceptions for inclement weather will be made.)
* If you chose to reschedule, your group may be charged a new deposit.
* No-shows are considered cancellations and all monies will be forfeited.

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

Please return this form to Wendy Koller

wendy.koller@readingpublicmuseum.org