

Group Reservation Form



Groups of 15 or more must make a reservation at least four weeks in advance. We can not guarantee admission for groups without reservations.

Choose one of two ways to reserve your field trip:
1. Call: (213) 744-2019 to speak with a reservation assistant. Reservations are accepted daily 8 a.m.-5 p.m. weekdays 8:30 a.m.-5 p.m. weekends
2. Print this reservation form, complete it, and fax it to (213) 744-2650 or mail it to:

RESERVATIONS OFFICE
California Science Center
700 Exposition Park Dr.
Los Angeles, CA 90037

Contact Information:

Name of School _____
 School Address _____ District/County _____
 City, State, ZIP _____ E-mail _____
 Day Phone (School) _____ Evening Phone _____ Fax _____
 Type of School (check one): Preschool/Day Care Elementary Middle School High School Home School
 Contact Person _____ Alternate Contact Person _____

Field Trip Information:

Group Leader's Name _____
 Group Grade Level _____
 Date 1st choice _____ 2nd choice _____ 3rd choice _____

Reservation Information:

1 Chaperone is required for every 10 students

Science Center Self-Guided Tour	Air & Space Gallery Self-Guided Tour	IMAX Film	Attraction
Time _____ # Students _____ # Chaperones _____	Time _____ # Students _____ # Chaperones _____	Film Title _____ Time _____ # Students _____ # Chaperones _____	Attraction _____ # Students _____ # Chaperones _____
For specific movie times, please visit www.californiasciencecenter.org/Imax/MovieTimes.php		IMAX movies play at: 10:30, 11:30, 12:45, 1:45, 2:45, 4:00, 5:00	

Trip Information:	Payment Method:																		
<table border="0"> <tr> <td>Fee</td> <td>#</td> <td>Total</td> </tr> <tr> <td></td> <td>Students</td> <td>Program Fee</td> </tr> <tr> <td>_____ x _____</td> <td></td> <td>= _____</td> </tr> <tr> <td>_____ x _____</td> <td></td> <td>= _____</td> </tr> <tr> <td>_____ x _____</td> <td></td> <td>= _____</td> </tr> <tr> <td colspan="3">Balance Due = _____</td> </tr> </table>	Fee	#	Total		Students	Program Fee	_____ x _____		= _____	_____ x _____		= _____	_____ x _____		= _____	Balance Due = _____			Check one: <input type="checkbox"/> Cash <input type="checkbox"/> Check (make payable to: California Science Center Foundation) <input type="checkbox"/> Credit Card (circle one): <input type="checkbox"/> School Purchase Order <small>JCB MasterCard Visa American Express (Fax or mail a copy of P.O. at time of reservation. Bring original P.O. on day of visit)</small> Card Number _____ Expiration Date _____ Name on Card _____ Signature _____ (Please sign here to show that you have read and understand the cancellation and refund policy.) Signature _____ Date _____ Printed Name _____
Fee	#	Total																	
	Students	Program Fee																	
_____ x _____		= _____																	
_____ x _____		= _____																	
_____ x _____		= _____																	
Balance Due = _____																			

Cancellation and Refund Policy:

There is a \$20.00 non refundable deposit for all groups of 15 or more reserving for the IMAX film only, Attractions Packs, Air & Space and/ or Science Center. The deposit will be applied towards the total cost of the program. The deposit must be paid at least 30 days prior to the field trip date. If booking a reservation less than 30 days in advance, the deposit is due immediately. Any unpaid program fees are due upon arrival at the California Science Center on the date of your reserved trip.

Final headcount must be given 7 days prior to the date of your visit. Should your headcount change, please fax in a revised confirmation to (213) 744-2650 or call (213) 744-2019 with your changes. If fewer individuals in your group arrive on your visit date, the group will be responsible for payment of all reserved tickets. If you arrive with more individuals than you reserved, your group space is not guaranteed.

Cancellation and re-scheduling must be made by calling (213) 744-2019. Programs must be cancelled and/ or scheduled 7 days prior to your visit. Cancelled programs paid in full will be refunded (less the deposit). Without 7 days notice of cancellation or rescheduling, your group will be charged the full cost of the scheduled program.