



GROUP VISIT RESERVATION FORM

Group Contact's Name:		Contact's Email:	
Principal's Name or Additional Contact's Name:		Principal's or Additional Contact's Email:	
Street Address:		City	Zip
Home Phone	Work Phone	Cell Phone	

GROUP INFORMATION

Group/School's Name:		Total # of Children/Students	Total # of Adults:
1 st Preferred Visit Date:	2 nd Preferred Visit Date:	# of students in:	
		2 nd grade & below	3 rd grade & up

FIELD TRIP INFORMATION

Choose Your Visit Experience:

GUIDED TOUR 2 Hour guided tour (four 30-minute rotations) including:
1st and 2nd Floor Exhibits, Movie, Robotics Lab (3rd grade & older) or Hands-On Science Activity (2nd grade & younger)

- 10:00 AM – 12:00 PM
 12:00 PM – 2:00 PM
 2:00 PM – 4:00 PM

CHALLENGER LEARNING CENTER MISSION 2 hour simulated mission (5th Grade & Up only)
CLC missions are offered August – December, Tuesday – Thursday; January – July, Tuesday – Friday; no CLC missions on Saturdays

- Return to the Moon
 Voyage to Mars
 9:30 AM – 11:30 AM
 12:00 PM – 2:00 PM

LUNCH AREA Please select if your group will be having lunch at our facility.

Special Notes: In order to better serve your group, please indicate if your students have special needs or require special accommodations.

FIELD TRIP FEES

GUIDED TOUR: \$3.00 PER PERSON (Groups of 15 people or more) (Applicable to youth groups: 1 free adult admission for every 10 students) \$5.00 per person for groups of 14 people or less	CHALLENGER LEARNING CENTER \$350.00 PER MISSION Minimum 16 participants and 2 chaperones; maximum 34 participants and 6 chaperones
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DEPOSIT

A \$25 non-refundable deposit is required for all group reservations. The Columbia Memorial Space Center must receive the deposit amount before a reservation can be confirmed. Dates will not be held without a deposit. Credit card and check deposits are held (not charged) until the day of your reservation.

Deposit Payment Method: (mark one)

- Cash Credit Card
 Check (Make payable to COLUMBIA MEMORIAL SPACE CENTER)

Cardholder Name	
Card #	
Expiration Date: Month	Year
Signature	

DEPOSIT, CANCELLATION, AND FINAL HEADCOUNT POLICY:

A **\$25.00 non-refundable** deposit is required for all group reservations. The deposit must be submitted in order to secure your visit date. Dates will not be held without a deposit.

The total balance of your reservation is due upon arrival to the Columbia Memorial Space Center.

Credit card deposits will be held (not charged). Credit cards are charged only in the case of a cancellation. Upon request, check deposits can be applied towards the total balance due.

A final head count must be given 7 days prior to the date of your visit.

If fewer individuals arrive on your visit date, the group is responsible for payment of all reserved tickets. If you arrive with more individuals than you reserved, your group space is not guaranteed.

Cancellations and rescheduling must be made by calling (562) 231-1200. Trips must be cancelled and/or rescheduled 7 days prior to your visit. Cancelled trips within 7 days will be charged 50% of the total balance.

Principal or Contact's Signature: _____

Please Mail, Fax, or Email the completed form to:
Columbia Memorial Space Center/ Reservations
 12400 Columbia Way - Downey, CA 90242
 (562) 231-1200 (office) (562) 231-1206 (fax)
 Reservations@DowneySpaceCenter.org

OFFICE USE ONLY

Date Received: _____ By _____ Date Entered: _____ By _____ Date Emailed _____ By _____ Permit # _____