



GROUP VISIT RESERVATIONS

Applicant or Group Name		Group Contact Name	
Principal Name (for school's only)		Email:	
Street address:		City	Zip
Home Phone	Work Phone	Cell Phone	

GROUP INFORMATION			
Group/ School Name	School Location (City/ State)	# of Children/ Students	# of Teachers/ Adults
Preferred Visit Date (1 st Choice)	Preferred Visit Date (2nd Choice)	Age(s) of Students	Grade of Students

FIELD TRIP INFORMATION

Choose Your Field Trip

BASIC 2 Hour guided tour, four 30 minute rotations including
1st Floor Exhibits/ 2nd Floor Exhibits/ Movie/ Robotics Lab (3rd Grade & Up) or Activity

Select a time:

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

CHALLENGER LEARNING CENTER MISSION 2 Hour hands-on simulated mission*
Please call or email for more information (5th Grade & Up)

Selection a Mission* and Time:

Moon 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

BASIC: 2 HOUR GUIDED TOUR \$3.00 PER PERSON	CHALLENGER LEARNING MISSION \$350.00 PER MISSION
Groups of 15 or More People	• RETURN TO THE MOON • VOYAGE TO MARS
	(Minimum 16 participants and 2 chaperones; Maximum 34 participants and 6 chaperones)

DEPOSIT

The Columbia Memorial Space Center must receive the deposit amount before confirming any reservation. All deposits are held (not charged) until the day of your reservation.

Deposit Payment Method: (mark one)

Cash Credit Card Check: Make checks payable to **COLUMBIA MEMORIAL SPACE CENTER**



Cardholder Name		
Card #		
Expiration Date: Month	Year	Security Code
Signature		

DEPOSIT, CANCELLATION, REFUND AND FINAL HEAD COUNT POLICY:
There is a **\$25.00 non-refundable** deposit for all group reservations. Upon request, the deposit can be applied towards the total cost of your reservation. The deposit must be submitted in order to book and confirm your reservation date. The total balance of your reservation is due upon arrival at the Columbia Memorial Space Center on the date of your reserved trip.

Final head count must be given 7 days prior to the date of your visit. Should your headcount change, please contact us at (562) 231-1200. 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 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 of the reserved field trip.

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

Group Contact Signature: _____

Principal's Signature: _____
(for school's only)

OFFICE USE ONLY

Date Received _____ By _____ Date Entered _____ By _____ Date Emailed _____ By _____ Permit Number _____