



Booking Agreement Form

1. Please read the following information
2. Complete and sign the form
3. Return via email to education@dufferinmuseum.com or fax to 705-435-9876

School Name: _____ Educator Name: _____

Date of visit: _____ Number of students: _____

Attendance numbers:

Please keep the group size to the number of participants indicated upon booking. Last minute increases in numbers will not result in increased staffing and will lower program quality.

Arrival:

Please arrive at least 15 minutes prior to your program start time. If you are delayed please call 1-877-941-7787. We ask that buses please depart from the front area after drop off and use the main parking lot.

Cancellations/Re-booking:

Two weeks notice is required for any cancellations or re-bookings. Cancellation with less than two weeks notice will result in an adjustment charge of up to 100% of the program fees. Cancellations or re-bookings are final once processed and confirmed in writing by the Education Programmer.

Payment:

Full payment is due upon arrival. We accept cash, cheque, debit, and credit.

Lunches:

The museum will only supply food and drink if arrangements are made upon booking. Water fountains are available and snacks can be purchased from the gift shop, however, we encourage all participants to bring a reusable water bottle and a garbage-free lunch. Groups are responsible for ensuring eating areas are completely tidy after use.

Adult supervisors:

You must have at least one adult supervisor to every five students. Adult supervisors are required to remain with their group at all times. We appreciate adult assistance in facilitating group activities.

Behaviour expectations:

Educators are responsible for student behaviour, however, behaviour deemed disruptive or posing a safety risk may result in the participant being asked to leave the program. Please review all museum rules with participants prior to visiting.

Washroom facilities:

Please help us keep our washroom facilities clean and tidy by reminding your group to dispose of paper towel or any personal products in the proper receptacles.

Gift shop:

Bags and backpacks are not permitted in the gift shop area. If you would like time for your group to shop, time will be provided during lunch or at the end of the program. Only 5-7 participants can enter the gift shop at one time due to space constraints and breakables. Educators are responsible for supervising.

For more information and to help ensure a safe and enjoyable visit, please carefully read our document **Planning Your Visit**, located in the **Education** section of our website www.dufferinmuseum.com.

I have read and agree to the terms and conditions noted above:

Signature of educator

Date