

Garfield Park Conservatory Request for a School or Group Visit



Yadira Correa
 School & Group Program Coordinator
 Phone: (773)638-1766 x25
 Fax: (773)638-1777
 E-mail: correay@garfieldpark.org

Garfield Park Conservatory Alliance
 300 N Central Park Ave
 Chicago, IL 60624
 (773)638-1766
www.garfieldconservatory.org

1. Please complete this form, save it, and return it to us, along with payment (if applicable), to the above address. You can e-mail, fax or mail your completed form.
2. Once we receive your request, we will send you a confirmation letter and pre-visit information. If we have questions about your reservation, we will contact you. If you do not hear from us within 1 week of submitting your request, please contact our School & Group Program Coordinator at the above phone or e-mail.
3. You can also download helpful information from our website. Please find "Preparing for Your Field Trip" and "Using an Exploration Kit" at http://www.garfieldconservatory.org/field_trips.htm.

When would you like to visit the Conservatory with your group?

To ensure an enjoyable experience for all visitors, we limit the number and size of groups that visit the Conservatory on any given day. We will do our best to schedule your first choice, but please provide alternative dates in case we reach capacity. **Please note – Mondays are closed to all school, camp and other youth groups.**

- ➔ **Schools, Camps & Other Youth Groups:** Tuesday – Friday • 9:00am – 1:00pm (Arrival Times)
- ➔ **Adult Groups:** Monday – Sunday (every day) • 9:00am – 3:30pm (Arrival Times)

1st Choice	Date:	<input type="text"/>	Arrival Time:	<input type="text"/>	Departure Time:	<input type="text"/>
2nd Choice	Date:	<input type="text"/>	Arrival Time:	<input type="text"/>	Departure Time:	<input type="text"/>
3rd Choice	Date:	<input type="text"/>	Arrival Time:	<input type="text"/>	Departure Time:	<input type="text"/>

Please provide the following contact information:

School or Group Name:	<input type="text"/>		
Teacher or Group Leader:	<input type="text"/>		
E-mail Address:	<input type="text"/>		
Mailing Address:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/>		
Zip Code:	<input type="text"/>		
Phone Number:	<input type="text"/>	Best time to call:	<input type="text"/>
Cell Phone (Optional):	<input type="text"/>	Best time to call:	<input type="text"/>
Fax Number:	<input type="text"/>		

How many people are you planning to bring for your visit? Please provide the totals and breakdown of ages or grade levels. When planning, please remember we require student and youth groups to have a minimum of 1 adult chaperone per 10 children.

# of students:	<input type="text"/>	# of adults:	<input type="text"/>	TOTAL :	<input type="text"/>
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Please provide the numbers in each age group:

Adult/College:	<input type="text"/>	3 rd grade:	<input type="text"/>	8 th grade:	<input type="text"/>
Pre-K	<input type="text"/>	4 th grade:	<input type="text"/>	9 th grade:	<input type="text"/>
Kindergarten	<input type="text"/>	5 th grade:	<input type="text"/>	10 th grade:	<input type="text"/>
1 st grade:	<input type="text"/>	6 th grade:	<input type="text"/>	11 th grade:	<input type="text"/>
2 nd grade:	<input type="text"/>	7 th grade:	<input type="text"/>	12 th grade:	<input type="text"/>

What type of group are you bringing to the Conservatory? (Please check one.)

CPS School
 Non-CPS Public School
 Private School
 Daycare or Camp
 College Class
 Social Service Group
 Club or Interest Group
 Other Adult Group

Will your group be bringing lunches and eating on-site during your visit?

YES
 NO

Please tell us about any special needs your group might have:

Questions for teacher or group leader:

As a teacher or group leader, have you ever brought a group to the Conservatory for a field trip before?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Have you ever participated in a teacher training at the Conservatory?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Would you like to be added to our e-mail list to receive occasional information about field trips, resources and teacher trainings at the Conservatory?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">E-Mail Address:</td> <td><input type="text"/></td> </tr> </table>	E-Mail Address:	<input type="text"/>		
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What type of visit and resources would you like to reserve? (Check all boxes that apply.)

<input type="checkbox"/> Self-Guided Tour (FREE)	<p>Teachers and group leaders are invited to take their groups through the Conservatory at no cost. Whenever possible, our staff provides a brief orientation for student groups. If we have a staff member available, we will also provide orientations for adult groups upon request. (Please note – student & youth groups must be accompanied by chaperones: <u>minimum</u> 1 adult for every 10 children.)</p>																														
<input type="checkbox"/> Pre-K Morning Glories	<p>Preschool groups may register to participate in our Thursday Morning Glories Program, which includes a storytime and hands-on activity led by our trained programming staff. (If you check this box, we will contact you about scheduling and logistics.)</p> <p>Early Rate: \$1 per child - Late Rate: \$2 per child Early payment must be received 1 week before visit, otherwise the “late” rate applies.</p>																														
<input type="checkbox"/> Self-Guided Resources	<p>Enhance your self-guided visit with educational tools we have developed for teachers and group leaders. Please indicate below which resources you would like for your visit.</p> <p>Please check the resources you would like us to prepare for you:</p> <table border="1" data-bbox="591 806 1422 1398"> <thead> <tr> <th data-bbox="591 806 1130 869">Early payment must be received 1 week before visit. All others will be charged the “late” rate.</th> <th data-bbox="1135 806 1289 869">Early Rate</th> <th data-bbox="1294 806 1422 869">Late Rate</th> </tr> </thead> <tbody> <tr> <td data-bbox="591 875 1130 932"><input type="checkbox"/> Hunting for History Scavenger Hunt</td> <td data-bbox="1135 875 1289 932">FREE</td> <td data-bbox="1294 875 1422 932">FREE</td> </tr> <tr> <td data-bbox="591 938 1130 995"><input type="checkbox"/> Touch-a-Plant Scavenger Hunt (30)</td> <td data-bbox="1135 938 1289 995">\$5.00</td> <td data-bbox="1294 938 1422 995">\$10.00</td> </tr> <tr> <td data-bbox="591 1001 1130 1058"><input type="checkbox"/> African Plant Scavenger Hunt (30)</td> <td data-bbox="1135 1001 1289 1058">\$5.00</td> <td data-bbox="1294 1001 1422 1058">\$10.00</td> </tr> <tr> <td data-bbox="591 1064 1130 1121"><input type="checkbox"/> Dinosaur Dinner Scavenger Hunt (30)</td> <td data-bbox="1135 1064 1289 1121">\$5.00</td> <td data-bbox="1294 1064 1422 1121">\$10.00</td> </tr> <tr> <td data-bbox="591 1127 1130 1184"><input type="checkbox"/> Conservatory Candy Land Scavenger Hunt (30)</td> <td data-bbox="1135 1127 1289 1184">\$5.00</td> <td data-bbox="1294 1127 1422 1184">\$10.00</td> </tr> <tr> <td data-bbox="591 1190 1130 1247"><input type="checkbox"/> 1 Exploration Kit (15 students)</td> <td data-bbox="1135 1190 1289 1247">\$25.00</td> <td data-bbox="1294 1190 1422 1247">\$35.00</td> </tr> <tr> <td data-bbox="591 1253 1130 1310"><input type="checkbox"/> 2 Exploration Kits (30 students)</td> <td data-bbox="1135 1253 1289 1310">\$50.00</td> <td data-bbox="1294 1253 1422 1310">\$70.00</td> </tr> <tr> <td data-bbox="591 1316 1130 1373"><input type="checkbox"/> 3 Exploration Kits (45 students)</td> <td data-bbox="1135 1316 1289 1373">\$75.00</td> <td data-bbox="1294 1316 1422 1373">\$105.00</td> </tr> <tr> <td data-bbox="591 1379 1130 1436"><input type="checkbox"/> 4 Exploration Kits (60 students)</td> <td data-bbox="1135 1379 1289 1436">\$100.00</td> <td data-bbox="1294 1379 1422 1436">\$140.00</td> </tr> </tbody> </table>	Early payment must be received 1 week before visit. All others will be charged the “late” rate.	Early Rate	Late Rate	<input type="checkbox"/> Hunting for History Scavenger Hunt	FREE	FREE	<input type="checkbox"/> Touch-a-Plant Scavenger Hunt (30)	\$5.00	\$10.00	<input type="checkbox"/> African Plant Scavenger Hunt (30)	\$5.00	\$10.00	<input type="checkbox"/> Dinosaur Dinner Scavenger Hunt (30)	\$5.00	\$10.00	<input type="checkbox"/> Conservatory Candy Land Scavenger Hunt (30)	\$5.00	\$10.00	<input type="checkbox"/> 1 Exploration Kit (15 students)	\$25.00	\$35.00	<input type="checkbox"/> 2 Exploration Kits (30 students)	\$50.00	\$70.00	<input type="checkbox"/> 3 Exploration Kits (45 students)	\$75.00	\$105.00	<input type="checkbox"/> 4 Exploration Kits (60 students)	\$100.00	\$140.00
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<input type="checkbox"/> Room Rental Please Note: These room rental rates apply to school and youth groups only. All adult groups who wish to rent a room must do so through our regular Room Rental Program. Please contact us for details.	<p>You may choose to rent one of our rooms for lunch space or a more private gathering space for your group. Please indicate below if you would like to rent a space.</p> <p>If you would like to rent a room, please check one of these boxes. We will check the availability of space and get back to you with options.</p> <table border="1" data-bbox="591 1625 1422 1856"> <thead> <tr> <th data-bbox="591 1625 1130 1688">Early payment must be received 1 week before visit. All others will be charged the “late” rate.</th> <th data-bbox="1135 1625 1289 1688">Early Rate</th> <th data-bbox="1294 1625 1422 1688">Late Rate</th> </tr> </thead> <tbody> <tr> <td data-bbox="591 1694 1130 1751"><input type="checkbox"/> Room Rental for up to 30 students</td> <td data-bbox="1135 1694 1289 1751">\$20.00</td> <td data-bbox="1294 1694 1422 1751">\$30.00</td> </tr> <tr> <td data-bbox="591 1757 1130 1814"><input type="checkbox"/> Room Rental for up to 60 students</td> <td data-bbox="1135 1757 1289 1814">\$40.00</td> <td data-bbox="1294 1757 1422 1814">\$60.00</td> </tr> <tr> <td data-bbox="591 1820 1130 1856"><input type="checkbox"/> Room Rental for more than 60 students</td> <td data-bbox="1135 1820 1289 1856">Please call for quote</td> <td data-bbox="1294 1820 1422 1856">Please call for quote</td> </tr> </tbody> </table>	Early payment must be received 1 week before visit. All others will be charged the “late” rate.	Early Rate	Late Rate	<input type="checkbox"/> Room Rental for up to 30 students	\$20.00	\$30.00	<input type="checkbox"/> Room Rental for up to 60 students	\$40.00	\$60.00	<input type="checkbox"/> Room Rental for more than 60 students	Please call for quote	Please call for quote																		
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Payment Options (if applicable):

- ➔ **PHONE or E-MAIL:** If you would like to pay at the time of registration, we can take credit card payments over the phone or by e-mail. (Please complete information below or give us a call.)
- ➔ **MAIL:** We will accept checks and credit card payments by mail. Please remember that payments not received at least 1 week before your visit are subject to the late rates.
- ➔ **DAY OF VISIT:** If you decide to pay on the day of your visit, we will accept cash, check or credit cards. Late rates will apply.
- ➔ **PURCHASE ORDERS:** We will accept a copy of your organization's PO as a placeholder for your payment, however, we must have a copy of your Purchase Order at least 1 week prior to your visit for the early rates to apply.

TOTAL AMOUNT DUE:	
Payment Type:	<input type="checkbox"/> Check enclosed <input type="checkbox"/> Credit Card Payment <input type="checkbox"/> Purchase Order <input type="checkbox"/> N/A
Credit Card:	<input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> N/A
Credit Card Number:	
Expiration Date:	
Name on Card:	
Signature:	

Please e-mail, fax or mail this completed form and payment (if applicable) to:

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For your protection, please do not fax credit card payments.

Please make checks payable to Garfield Park Conservatory Alliance.

INVOICING: If you choose not to pay at the time of registration, we will send you an invoice along with your confirmation and pre-visit materials. Please keep in mind that late payments are subject to the late rates.

We will contact you if we have any questions about your request for a group visit. Otherwise, you will receive a confirmation, pre-visit information, and invoice by e-mail or mail. If you do not hear from us or receive something within 1 week, please let us know.

Thank you!