

Garfield Park Conservatory Request for a School or Group Visit



Yadira Correa
School & Group Program Coordinator
Phone: (773)638-1766 x25
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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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Early payment must be received 1 week before visit. All others will be charged the “late” rate.</th> <th style="text-align: center; padding: 5px;">Early Rate</th> <th style="text-align: center; padding: 5px;">Late Rate</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><input type="checkbox"/> Hunting for History Scavenger Hunt</td> <td style="text-align: center; padding: 5px;">FREE</td> <td style="text-align: center; padding: 5px;">FREE</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Touch-a-Plant Scavenger Hunt (30)</td> <td style="text-align: center; padding: 5px;">\$5.00</td> <td style="text-align: center; padding: 5px;">\$10.00</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> African Plant Scavenger Hunt (30)</td> <td style="text-align: center; padding: 5px;">\$5.00</td> <td style="text-align: center; padding: 5px;">\$10.00</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Dinosaur Dinner Scavenger Hunt (30)</td> <td style="text-align: center; padding: 5px;">\$5.00</td> <td style="text-align: center; padding: 5px;">\$10.00</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Conservatory Candy Land Scavenger Hunt (30)</td> <td style="text-align: center; padding: 5px;">\$5.00</td> <td style="text-align: center; padding: 5px;">\$10.00</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> 1 Exploration Kit (15 students)</td> <td style="text-align: center; padding: 5px;">\$25.00</td> <td style="text-align: center; padding: 5px;">\$35.00</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> 2 Exploration Kits (30 students)</td> <td style="text-align: center; padding: 5px;">\$50.00</td> <td style="text-align: center; padding: 5px;">\$70.00</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> 3 Exploration Kits (45 students)</td> <td style="text-align: center; padding: 5px;">\$75.00</td> <td style="text-align: center; padding: 5px;">\$105.00</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> 4 Exploration Kits (60 students)</td> <td style="text-align: center; padding: 5px;">\$100.00</td> <td style="text-align: center; padding: 5px;">\$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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Early payment must be received 1 week before visit. All others will be charged the “late” rate.</th> <th style="text-align: center; padding: 5px;">Early Rate</th> <th style="text-align: center; padding: 5px;">Late Rate</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><input type="checkbox"/> Room Rental for up to 30 students</td> <td style="text-align: center; padding: 5px;">\$20.00</td> <td style="text-align: center; padding: 5px;">\$30.00</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Room Rental for up to 60 students</td> <td style="text-align: center; padding: 5px;">\$40.00</td> <td style="text-align: center; padding: 5px;">\$60.00</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Room Rental for more than 60 students</td> <td style="text-align: center; padding: 5px;">Please call for quote</td> <td style="text-align: center; padding: 5px;">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.

TOTAL AMOUNT DUE:	
Payment Type:	<input type="checkbox"/> Check enclosed <input type="checkbox"/> Credit Card Payment <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:	

If you need us to invoice your organization for the resources or spaces you are reserving for your visit, please let us know at the time of registration.

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.

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

Thank you!