



# Field Trip Reservation Page

Please Print Clearly. Reservation information must be complete to process and confirm.

\*All reservations must be made with this form.

\*Reservations need to be made at least 14 business days before requested visit date. Full admission will be charge otherwise.

\*Dates & times are subject to availability and cannot be guaranteed. There is a 2 hr maximum visit time, unless otherwise necessary and approved. This will be based on group size and needs. Reservations are made in 1 hr time blocks from 10-4. Small groups will be given a 1 hour max time limit in May; July-August to accommodate other groups and the public in our small facility.

\*Reservations are not guaranteed until confirmed by an MSA staff member. 5 business days are required to process requests.

\*Group Rates will only apply to schools groups during school months and qualified pre-reserved groups in summer months.

\*Groups must have 10 or more people to reserve space and receive group rates. Approved home schools must have at least 5 participants.

\*Groups who do not follow policies while visiting our facility or cancel reservations in a timely manner will not be considered for reservation approval in following seasons.

## ? Have you:

☞ Reviewed our **updated admission policies and fees** and prepared accordingly?

☞ Downloaded **The Teachers Guide to GOM Marine Life?**

☞ Downloaded and read our updated **Field Trip Guide?**

☞ Downloaded our **Field Trip Checklist?**

☞ Checked the status of your reservation by visiting our online **reservation calendar** found at (link at the bottom of the page) : <http://www.maine.gov/dmr/rm/aquarium/fieldtrips.htm>

Have questions? Call (207) 633-9542

## Please return this form by:

• Fax: (207) 633-9579

• Email: [aquarium@maine.gov](mailto:aquarium@maine.gov)

• Mail to: Aquarium, P.O. Box 8, West Boothbay Harbor, ME 04575



<b>Tell us about you</b>		Date:
Name of School/Group:		
Type: <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Homeschool <input type="checkbox"/> Daycare/Preschool <input type="checkbox"/> Head Start <input type="checkbox"/> Camp <input type="checkbox"/> Other Please explain Other:		
<b>PRIVATE FAMILY GROUPS CANNOT MAKE RESERVATIONS &amp; DO NOT QUALIFY FOR GROUP RATES UNLESS OVER 25. RESERVATIONS AND GROUP RATES ARE RESERVED FOR EDUCATIONAL AND TOUR GROUPS ONLY.</b>		
Address:	City:	Zip:
Contact Person:	Email:	
Telephone:	Fax:	
Grade/Level:	# of Students:	# of Adults:
<i>Please note that we request a ratio of 1:10 for all school groups. At this ratio, teachers are free (up to 5) during school months. Non-educator adults will be charged. Groups must have at least 10 students to receive this discount. This does not apply to recreational, private, or tour groups. All adult chaperones will be charged at same rate for these groups.</i>		
<b>So that we can better serve your group, please check all that apply:</b>		
<input type="checkbox"/> Special Needs <input type="checkbox"/> ESL Students <input type="checkbox"/> Other		
Please explain above selection:		
<b>About Your Visit:</b>		
Please select 2 desired visit dates and times to ensure that we can accommodate you.		
Date	Arrival Time	Departure Time
1.		
2.		
Do you plan on eating at our facility during your visit? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>Please be advised that we do not have indoor accommodations for groups if inclement weather occurs.</i>		
Do you wish to schedule one of our complimentary presentations? Please choose one. <i>Your group may be required to split up for presentation rotations if larger than 20 people due to spatial constraints.</i>		
<input type="checkbox"/> Lobsters <input type="checkbox"/> Shark/Skate <input type="checkbox"/> Other (for additional fees)		
If other, what are you looking for? Please call for additional information on program options and fees.		
<i>Please note that our classroom is unable to accommodate more than 40 people at a time. Groups larger than this wanting alternative programs will need to contact us before requesting.</i>		
Additional information that will help us accommodate your group?		
<b>MSA ADMINISTRATIVE USE ONLY:</b>		
Date Received:	Confirmed: <input type="checkbox"/> Y <input type="checkbox"/> N Date:	
<b>Communications Notes:</b>		
<b>Admissions Policy:</b> <i>For qualified groups only with pre-reservations. Additional programming is not included.</i>		
Group Rate: \$2.50 pp	1 TEACHER free for every 10 students, not to exceed 5 (for schools only)	Adults exceeding free admission will be charged group rate.
<i>Maine schools may apply for a field trip cost waiver using our Field Trip Assistance Application. (Deadline April 30 for 2012 FY (May &amp; June); August 31, for 2013 FY (September))</i>		
Children 2 & Under are FREE All others will be charged general admission fees.		
<b>Admissions Receptionist Only:</b>		
Attendance:	Total CASH:	
Invoice #:	Check #:	
Receptionist Signature:		
Notes:		
<b>Group Payment:</b> <i>Groups must pay in one transaction- to include additional chaperones.</i>		
<b>How will your group be paying for their visit to our facility?</b>		
<input type="checkbox"/> Cash <input type="checkbox"/> Check (arrival) <input type="checkbox"/> Credit Card <input type="checkbox"/> Invoice/Check		
Type: <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> DISCOVER Name on Card: _____		
<b>Invoices will need to be paid within 30 days of visit.</b>		

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