

Group Reservation



Group rates only apply to groups of 15 visitors or more

IMPORTANT: Before submitting this form, please thoroughly review and fill out all information, even if it is an estimation. Incomplete forms will be returned and will not be processed until they are completed. This form must be submitted as soon as possible as availability is limited.

Organization: _____

City: _____ Grades/Age range: _____

Contact Person: _____ Title: _____

Cell Phone: _____ Email: _____

Desired Trip Date(s): _____

Desired Arrival Time: _____ Desired Departure Time: _____

Will you be having lunch during your visit? • YES | • NO | What time? _____

Is your organization tax exempt? • YES | • NO (*Tax exemption form must be submitted 5 days prior to visit*)

Visitor Count (rates below do not include 6% sales tax):

of _____ Adults – \$17.95 | # of _____ Children (2-12 years)- \$13.95*

of _____ Nurse/Personal Care Aide- \$13.95*

School Districts K-12 can receive an additional discount. Please contact us for details.

(*Please note that we extend 1 free chaperone admission for every 10 child admissions purchased after the 15 individual threshold is met)

Please select your add-ons:

- YES | • NO - \$150* – **Private Up-close Educational Presentation** - your group will meet and learn about 3 of our animal ambassadors for 30 minutes. (max. capacity 75 people)
- YES | • NO - Lunch Area for up to 50 visitors at one time (Must book at least 3 weeks in advance to guarantee time slot; groups of over 50 will need multiple lunch times) **-Ask about a pizza party for lunch!**
- YES | • NO - Gift Shop time included on your schedule
- YES | • NO - Attend complimentary 15 min. Educational Programs

Rules to Follow While Visiting Electric City Aquarium & Reptile Den

Please review these rules with your group prior to your visit to ensure a fun and safe visit.

- **No outside food or drink** is allowed inside our facility. We have 2 storage lockers for lunches and other food and drink items that may be used when available
- Using **flash photography is prohibited** for the safety of the animals.
- **Tapping, hitting and/or leaning on the glass** of the enclosures is strictly forbidden.
- **No running**
- **No climbing** on rocks and/or jumping off of them
- **Voices must be kept at an indoor level**; no loud noises or screaming will be tolerated.
- All visitors must follow the rules of the touch pools: rinse hands before, no picking up animals, no touching eyes or tails.
- **3 strike rule:** We will give visitors 2 warnings if any of our rules are broken. If a 3rd rule is broken, that visitor will be asked to leave the aquarium and they will have to sit outside of the facility with a chaperone.
- **Chaperone Guidelines**
 - We want the children as well as the chaperones to have a great experience during their time with us. In order to ensure that happens, chaperones are asked to follow the proper chaperone behavior guidelines. Thanks for being great chaperones!
 - **Proper Chaperone Behavior:** enjoys the aquarium and helps their designated students; is in control of their students and corrects any bad behavior; are always accompanying their students throughout the facility.
 - **Improper Chaperone Behavior:** more focused on their phone than on their assigned students; lets their students run around, scream and bang on enclosures; leaves their students unattended.
- **Gift Shop Bag Policy:**
 - One reliable chaperone or teacher must be designated as the gift shop bag point person prior to arrival.
 - Your group will have a collection box or bag provided if you do not bring your own.
 - Any child making a purchase in the gift shop must be accompanied by a chaperone.
 - Once the purchase is made, the bag must have the child's name written on it.
 - All bagged purchases must be collected by the designated chaperone and placed in the collection box or bag before returning to the aquarium or reptile den.
 - Collection receptacles can be kept in the metal lockers or the designated chaperone can deliver it to the bus/vehicle.

Name of Designated Gift Shop Chaperone Assistant: _____

Terms of Service (PLEASE READ ALL POINTS BELOW):

- All dates and times are subject to availability. Please submit this form to the Electric City Aquarium and Reptile Den at electriccityaquariumevents@gmail.com or 570-507-1902 to confirm availability.
- Full payment will be due the day of your trip or prior.
- No refunds on prepaid balances. No refunds on payments by check on the day of the visit.
- Any individual paid for and unable to attend will receive a day pass. (Day passes will be given day of, to the point of contact in charge of the field trip.)
- We do not offer space to store personal belongings.
- Personal checks not accepted.
- If applicable, tax exempt form must accompany payment or be received prior to visit.
- Payments must be received in one lump sum.

Signature: _____

Date: _____