



2018/2019 School Year Reservation Request Form

Today's Date: _____

Date requested: 1) _____ 2) _____

Dates are subject to availability. If date is available you'll receive a confirmation. If date is not available a reservationist will contact you as soon as possible.

Name of School _____

Contact Person: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Email _____

School year rates apply to schools located in Miami-Dade, Broward, Monroe and Palm Beach Counties during the 2018/19 school calendar. These rates are valid until 06/05/2019. Rates on no-school days, 2019 summer and camp groups are \$12 per student. Rates are valid Monday – Friday before 11:00 am. Rates are subject to change.

Grade Level	Quantity	Cost p.p.
Learning Centers (0-5 yrs.)		\$ 10.00
Students Pre-K through 5		\$ 10.00
Students 6th - 12th grade		\$ 12.00
Additional Chaperones		\$ 14.00

You'll receive 1 free chaperone for every 5 paying students. Additional teachers, parents, and other adults should be included as Additional Chaperones.

Is your school tax exempt? YES NO

Tax Exempt certificate must be faxed along with this request. Taxes will be charged if tax exempt form is not received.

Please fax request form along with tax exemption certificate (if applicable) to 305-365-2504 or email forms to reservations@msg.cc If the date you have chosen is available, a confirmation will be sent. If you have any questions feel free to call (305) 365-2507. This form does not guarantee your field trip.

Office Use Only

Request received on: _____ Reservation # _____



IMPORTANT INFORMATION FOR VISITING SCHOOL GROUPS

Thank you for choosing to visit Miami Seaquarium® with your school group! Please read, share, and comply with the following guidelines to help your group have an enjoyable and educational visit!

RESERVATIONS

- Please notify the Reservations Department IMMEDIATELY at 305-365-2507 if you need to adjust your group numbers, cancel, or reschedule your visit.
- Miami Seaquarium® is open rain or shine! Groups that wish to cancel their reservation due to inclement weather should notify the Reservations Department on the morning of their scheduled visit.
- Groups that are apprehensive about coming to the park on extremely busy days are encouraged to reschedule their visit with the Reservations Department.

ARRIVAL & CHECK-IN

- This is a self-guided tour. Park opens at 10:00am.
- To make the most of your visit we recommend that your group arrives before 11 AM. Groups that arrive after 11:00am are subject to increased rates of \$12.50 for students and chaperones.
- All buses should enter through the commercial bus entrance and proceed to drop-off area(s).
- Parking is free for school buses. Additional vehicles are subject to a \$10 parking fee.
- All teachers, chaperones, and students must REMAIN on the bus until you are greeted by one of our park educators and given further instructions.
- When instructed, students and chaperones should unload and form two separate lines to help the Admissions Department get an accurate head count for each group.
- Chaperones will be provided with maps and schedules to help guide their groups around the park.
- Groups with scheduled presentations and interactions should see an educator for specific instructions.

PAYMENT

- Upon arrival, the head chaperone must IMMEDIATELY check-in with the Admissions Department to confirm group count and to prepare payment.
- The Admissions Department requires that ONE transaction is done for each group.
- The head chaperone is responsible for collecting payment from any chaperones or students that do not arrive with the group in order to make one final payment.
- Please understand that groups will NOT be permitted to enter the park until payment for the entire group has been received.
- Payment must be in the form of cash or credit card. **If paying by check; check must be received 2 weeks prior to your arrival date.** For payment questions please contact our reservations office at 305-365-2507.

LUNCH

- Groups that choose to bring their own lunches should pack them in coolers or boxes so that the wild birds in the park cannot disturb them.
- We recommend that all lunches are labeled with the group's name to avoid confusion with others.
- During check-in, groups are expected to unload and carry in all lunches into the park. Please understand that Miami Seaquarium® does NOT provide staff or carts to assist you.
- Directions will be provided to picnic areas that are available for groups to store and eat their lunches.
- Please understand that our picnic areas are available on a first-come, first-serve basis. Miami Seaquarium® does not guarantee or reserve tables for groups.
- Use of picnic areas is at your own risk! Miami Seaquarium® is not responsible for lost or stolen items.
- To prevent potential injury to our animals, please properly dispose of all trash while in the park.

OTHER

- We discourage groups from bringing balloons and items with straws or clear plastic packaging into the park, which could be ingested and cause injury to our animals.
- For the safety of all of our guests, we ask that chaperones and students do NOT feed any of the wild animals (birds, iguanas, raccoons, cats, etc.), which may become aggressive when food is present.
- We suggest that students wear nametags that identify their group in case they become separated.
- It is essential that chaperones remain with their students of all grade levels (pre-k through high school)!

I have read and understand the park's policies and procedures.

School Name: _____ Date of Trip: _____

Head Chaperone Name: _____ Signature: _____