

## Garfield Park Conservatory Request for a School or Group Visit



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School & Group Program Coordinator  
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**Garfield Park Conservatory Alliance**  
300 N Central Park Ave  
Chicago, IL 60624  
(773)638-1766  
[www.garfieldconservatory.org](http://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 14 days 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 "Preparing to Use the Exploration Kits" at [http://www.garfieldconservatory.org/field\\_trips.htm](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 schools, camps and other youth groups.**

- ➔ **Schools, Camps & Other Youth Groups:** Tuesday – Friday • 9:00am – 1:00pm (arrival times)
- ➔ **Adult Groups:** Monday – Sunday (everyday) • 9:30am – 4:00pm

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

### Please provide the following contact information:

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

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

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?  E-Mail Address: <input style="width: 300px;" type="text"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**What type of visit and resources would you like to reserve? (Check all boxes that apply.)**

<input type="checkbox"/> <b>Self-Guided Tour (FREE)</b>	<p>Teachers and group leaders are invited to take their groups through the Conservatory at no cost. (Please note – student &amp; youth groups must be accompanied by chaperones: <u>minimum</u> 1 adult for every 10 children.)</p> <p>All school and group visits are self-guided. 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.</p>																		
<input type="checkbox"/> <b>Self-Guided Resources</b>	<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><b>Please check the resources you would like us to prepare for you:</b></p> <table border="1" data-bbox="641 709 1430 1234"> <tr> <td><input type="checkbox"/> Hunting for History Scavenger Hunt</td> <td>FREE</td> </tr> <tr> <td><input type="checkbox"/> Touch-a-Plant Scavenger Hunt (pack of 30)</td> <td>\$5.00</td> </tr> <tr> <td><input type="checkbox"/> African Plant Scavenger Hunt (pack of 30)</td> <td>\$5.00</td> </tr> <tr> <td><input type="checkbox"/> Dinosaur Dinner Scavenger Hunt for <i>Fern Room</i> (pack of 30)</td> <td>\$5.00</td> </tr> <tr> <td><input type="checkbox"/> Conservatory Candy Land Scavenger Hunt (pack of 30)</td> <td>\$5.00</td> </tr> <tr> <td><input type="checkbox"/> 1 Exploration Kit (for up to 15 students)</td> <td>\$25.00</td> </tr> <tr> <td><input type="checkbox"/> 2 Exploration Kits (for up to 30 students)</td> <td>\$50.00</td> </tr> <tr> <td><input type="checkbox"/> 3 Exploration Kits (for up to 45 students)</td> <td>\$75.00</td> </tr> <tr> <td><input type="checkbox"/> 4 Exploration Kits (for up to 60 students)</td> <td>\$100.00</td> </tr> </table> <p>NOTE: Groups can also download a free “Conservatory Eye Spy” scavenger hunt from our website! (<a href="http://www.garfieldconservatory.org/field_trips.htm">http://www.garfieldconservatory.org/field_trips.htm</a>)</p>	<input type="checkbox"/> Hunting for History Scavenger Hunt	FREE	<input type="checkbox"/> Touch-a-Plant Scavenger Hunt (pack of 30)	\$5.00	<input type="checkbox"/> African Plant Scavenger Hunt (pack of 30)	\$5.00	<input type="checkbox"/> Dinosaur Dinner Scavenger Hunt for <i>Fern Room</i> (pack of 30)	\$5.00	<input type="checkbox"/> Conservatory Candy Land Scavenger Hunt (pack of 30)	\$5.00	<input type="checkbox"/> 1 Exploration Kit (for up to 15 students)	\$25.00	<input type="checkbox"/> 2 Exploration Kits (for up to 30 students)	\$50.00	<input type="checkbox"/> 3 Exploration Kits (for up to 45 students)	\$75.00	<input type="checkbox"/> 4 Exploration Kits (for up to 60 students)	\$100.00
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<input type="checkbox"/> <b>Room Rental</b>  <p><b>Please Note:</b> 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>	<p>You may choose to rent a room for lunch space, coat storage, and/or a more private classroom for your group. Please indicate below if you would like to rent a space. Rooms are rented on a first-come, first-serve basis.</p> <p><b>If you would like to rent a room, please check one of these boxes. We will check availability and get back to you with options.</b></p> <table border="1" data-bbox="641 1591 1430 1766"> <tr> <td><input type="checkbox"/> Room Rental for up to 30 students</td> <td>\$20.00</td> </tr> <tr> <td><input type="checkbox"/> Room Rental for up to 60 students</td> <td>\$40.00</td> </tr> <tr> <td><input type="checkbox"/> Room Rental for more than 60 students</td> <td>Please call for quote</td> </tr> </table>	<input type="checkbox"/> Room Rental for up to 30 students	\$20.00	<input type="checkbox"/> Room Rental for up to 60 students	\$40.00	<input type="checkbox"/> Room Rental for more than 60 students	Please call for quote												
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**Payment Information (if applicable):**

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

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

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School & Group Program Coordinator  
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***For your protection, please do not fax credit card payments.***

***Please make checks payable to Garfield Park Conservatory Alliance.***

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***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 2 weeks, please let us know.***

***Thank you!***

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