



31 Pecks Lane Unit 11 Newtown, CT 06470
education@everwondermuseum.org
everwondermuseum.org
203.364.4009

Field Trip Contract

Date of Trip: _____ Time of Trip: _____
Group Name: _____ Contact Name: _____
Address: _____
Phone: _____ Email: _____
Program Choice: _____ (choice final 30 days prior to visit)

Please read and initial each of the following rules & guidelines:

- Field trips must be booked no later than one month in advance. A late fee may be applied for field trips booked within 30 days of the event. _____
- A \$50 deposit and signed contract is required in order to finalize booking.** _____
- The balance is due in full prior to the field trip date or upon arrival. Any exceptions must be approved by the museum's director upon booking.** _____
- Should your field trip be cancelled due to poor weather conditions, we will make every effort to reschedule based on availability. _____
- The field trip activity must be locked in 30 days prior to the visit. If an activity is not chosen, we reserve the right to select one for you. _____
- Field trips include **one** classroom program and free exhibit exploration time. _____
- Classroom programs start promptly, so please arrive 15 minutes before your scheduled time. _____
- Field trips of up to 50 students require a minimum of 2 hours per program. Larger field trips require a minimum of three hours per program. _____
- If your group is over 15 minutes late, your field trip end time will be extended. _____
- A minimum chaperone ratio of 1:5 is required to ensure an enjoyable experience for all visitors. *Chaperones include teachers and parents.* _____
- Additional adults are \$5 each. Paraeducators assigned to a child (1:1 ratio) are complimentary. _____
- Please notify us of the **final headcount** no later than **one week** prior to your visit, including the number of students, teachers, and chaperones. _____
- If there are last minute changes due to illness or student absence, please let us know before you arrive. **You will be billed for the final head count** you provided one week prior to the field trip. _____
- If you are having lunch or snacks at the museum, you must confirm at least 30 days prior. EverWonder is required reserve the space well in advance. _____
- All visitors must be fever and symptom free at least 24 hours prior to visit. Any students presenting signs of illness must be removed from the museum. _____
- Please inform us in advance of any student behaviors, allergies, or special needs so that we may best accommodate everyone. _____

Museum Rules:

- Have Fun!
- Listen to museum staff.
- No running please.
- Treat all exhibits with due care.
- Please do not throw or hit anyone with the exhibit pieces.
- Absolutely no food or drink in the museum (except water.)
Please, no tree nuts.
- No climbing on the Imagination Playground blocks.
- The Tinker Lab is intended for children 5 years of age and older. Children must be accompanied by an adult.
- The Young Explorer Zone is intended for children 5 years of age or younger.
- Any guests who are not following the above rules may lose the right to use certain exhibit pieces.

I understand the rules and guidelines listed above.

Signature

Date