



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

Outreach Contract

Date of Trip: _____ Time of Trip: _____
 Group Name: _____ Contact Name: _____
 Address: _____
 Phone: _____ Email: _____
 Program Choice: _____

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

1. Programs must be booked no later than 1 month in advance. A late fee may be applied for programs booked within 30 days of the event. _____
2. **A \$50 deposit is required per date to reserve the date and time (*waived for libraries).** _____
3. **The balance is due in full prior to the program date or upon arrival. Any exceptions must be approved by the museum's director upon booking.** _____
4. Should your outreach be cancelled due to weather, we will make every effort to reschedule based on availability. _____
5. Our outreach includes one 45 - 60 minute program _____
6. Access to the program space is required 45 minutes before and after the program for set-up and cleanup. _____
7. Please provide the following:
 - A. Tables _____
 - B. Chairs _____
 - C. Electrical outlets _____
 - D. Sink _____
8. Class sizes are limited to no more than 20 students per session to ensure an enjoyable experience for all participants. _____
9. Larger groups will require multiple sessions. _____
10. Please notify us of the final headcount no later than one week prior to your visit. **You will be billed** for the final head count you provided one week prior to the program. _____
11. Pricing per program starts at \$150 for up to 15 students, and \$8 per additional student. _____
12. There is a travel fee for all outreaches outside of Newtown, CT. _____
13. We do not offer refunds. We can apply your payment to a future outreach date. _____
14. A \$50 late fee will be billed for programs not paid in full within 10 business days following the program. _____

Outreach Program Rules:

1. Have Fun!
2. Listen to the program instructor(s) and follow directions.
3. Treat program supplies with care.

I understand the rules and guidelines listed above.

Signature

Date