

## Program Booking Request Form

Please read, complete, print and submit your request form to [education@cityofkingston.ca](mailto:education@cityofkingston.ca)  
Your requested programs and dates will be confirmed via email from the Programs team.

### Client Information

School / Organization Name:

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Booking Educator / Agent Name:

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Address:

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Contact Email:

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Contact Phone:

Grade:            Number of Participants:

Teacher(s):            EAs:            Volunteers:

Type of Transport:

Please advise us of your arrival method, so we can be best prepared for your arrival and/or parking accommodations.

### Choose a Date and Time

Example: January 1, 2019 @ 10:00a.m.

Dates Available: Wednesday – Friday

1<sup>st</sup> choice:

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2<sup>nd</sup> choice:

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Please submit your program booking request at least 2 weeks in advance of your trip. Note that your first choice might not be available due to space or staff availability.

### Type of Group

- School     Camp  
 Daycare     Tour

Other:

### Choose a Program

- Trees, Seeds and Feathers – Level 1 (Habitats and Communities), Grade K – 4  
 Module: Papermaking  
 Module: Bird Nests
- Trees, Seeds & Feathers – Level 2 (Biodiversity), Grade 4 – 6
- Can You Build It? Grade K-3
- Tink Tank (1.5-hour class visit + 2-hour museum visit), Grade 3+
- Museumworthy, Grade 1 – 5

### Accommodations

We are committed to fostering an inclusive environment. Please include any additional information or special needs requirements that can help us prepare for your visit below:

### Booking Terms and Conditions

- I have read, understand, and agree to the booking terms and policies on page 2

For any inquiries or additional information: email [education@cityofkingston.ca](mailto:education@cityofkingston.ca)  
or call Program Coordinator, Keely Maddock, at (613) 546-4291 ext. 1177

## Payment and Fees

Note: All tickets subject to HST.

<b>Ticket / Program</b>	<b>Per Person</b>
Single Tickets (75-90 minute program) Elementary / Secondary	\$4.29
Half-Day Program	\$7.43
Full-Day Program	\$14.73
Adult/Senior/Post-Secondary Program	\$6.24
Educator/Group Leader/Parent Volunteers (No admission fees for supervisors attending school programs.)	FREE

## Method of Payment

Payment may be made on the day of the program or within the following 30 business days. You can make your payment by:

- **Cash:** Upon arrival at the front desk
- **Cheque:** Please have cheques made payable to “MacLachlan Woodworking Museum”
- **Visa:** Upon arrival at the front desk
- **MasterCard:** Upon arrival at the front desk.

## Program Booking Terms and Conditions

### Adult: Child Ratio

We require that children and youth are accompanied by adults based on the ratio below:

<b>Grade</b>	<b>Adult:Child Ratio</b>
JK – SK	1:5
1 – 3	1:8
4 – 6	1:10
7 – 8	1:12
9 – 12	1:15

Extra-support workers will be expected to accompany those individuals that have special needs or accommodations.

## Group Management

Programming activities are approximately 75 to 90 minutes. To receive the full benefit of the experience and ensure the program stays on schedule, we recommend the following:

- **Arrive on Time:** We recommend an arrival no earlier than 15 minutes prior to the start of your scheduled program.
- **Supervision and Discipline:** Educators/ Group leaders are responsible for:
  - The discipline of the group
  - Ensuring all participants are made aware of the behavioural guidelines prior to the program
  - Responding to behavioural issues
- **Nametags:** We would greatly appreciate if your group could wear nametags to help our staff identify individual visitors.

## General

The Museum will not be responsible for damage, loss or theft of any items brought to its facilities. We recommend that your group wear appropriate clothing or bring appropriate supplies, such as closed-toed shoes, sunhats, sunscreen, bottled water, etc. in order to be comfortable outdoors for extended periods of time. Please note that part of the program takes place outdoors, and be mindful that there are insects and creatures such as ticks, bees and snakes. It is the Booking Agent / Educator’s responsibility to relay this information to students, parents or participating group members. The City of Kingston reserves the right to make any changes to this contract for any reason.

## Cancellations

Notified cancellations must be given in writing and are governed by the following guidelines:

- With 14 or more days’ notice prior to the date of the program, the applicant will be given the choice of an alternative date.
- Prior to the date of your program due to unforeseen mechanical or facility difficulties or inclement weather (including heat), the applicant will be given the choice of an alternative date.