GROUP VISIT REQUEST FORM


GROUP INFORMATION

Contact's Full Name

Contact’s Email Address

Street Address

City ______________________ State _____ Zip ______________________

Cell Phone ______________________

Work/Other Phone ______________________

Organization Name ______________________

Group Size (indicate total # of students per grouping)

Pre-K – 1st grade: ______________________

2nd - 4th grade: ______________________

5th – 8th grade: ______________________

9th – 12th grade: ______________________

# of Adults: ______________________

VISIT OPTIONS

GUIDED TOUR

Maximum 120 participants per timeslot (space may vary)

☐ 10:00 AM – 12:00 PM $3.00/person (Groups 15+)

☐ 12:00 PM – 2:00 PM $5.00/person (14 or less)

☐ 2:00 PM – 4:00 PM 1 free adult admission/10 students

CHALLENGER LEARNING CENTER

For 5th grade & older; 16 - 34 participants per mission

☐ 9:30 AM – 11:30 AM $350.00 per mission

☐ 12:00 PM – 2:00 PM

GUIDED TOUR + CHALLENGER LEARNING CENTER

For 5th grade & older; Maximum 68 participants per day

☐ 9:30 AM – 2:00 PM $350.00/mission + $3.00/person

Two missions required for 35-68 participants

LUNCH

☐ WILL have lunch at your facility

☐ Will NOT have lunch at your facility

DEPOSIT & POLICIES

Deposit Payment Options ($25 required at time of booking):

☐ Cash

☐ Check (Payable to COLUMBIA MEMORIAL SPACE CENTER)

☐ Credit Card

Cardholder Name ______________________

Card # ______________________

Expiration Date: Month ___ Year ___ CVC ___

Signature ______________________

RESERVATION POLICIES:

Request forms must be submitted no less than two weeks in advance.

A $25.00 non-refundable deposit is required for all group reservations. Dates will not be held without a deposit.

Credit card deposits are held (not charged); $25 will be charged only in the case of a cancellation. Full balance is due upon arrival.

A final head count must be given 7 days prior to the date of your visit. If fewer individuals arrive on your visit date, group is responsible for payment of last reserved amount. If you arrive with more individuals than you reserved, your group tour is not guaranteed.

Cancellations and rescheduling must be made by contacting a Reservations staff member. Cancellations made within 7 days will be charged 50% of the total balance.

Send to: Columbia Memorial Space Center/Reservations
12400 Columbia Way - Downey, CA 90242
PH: (562) 231-1200 FAX: (562) 231-1206
Reservations@DowneySpaceCenter.org

Date Rcvd: ___ By ___ Permit Created: ___ By ___ Email Sent: ___ By ___