

Connecticut Science Center Overnight Registration Worksheet

BOLD FIELDS are REQUIRED!

Today's Date _____

SECTION 1
GROUP
CONTACT
INFORMATION

Group Leader Name _____
Group/Organization Name _____
Address _____
City _____ **State** _____ **Zip Code** _____
Home Phone _____ **Work Phone** _____ **Cell Phone** _____
Email Address _____

SECTION 2
DATE
SELECTION

1st Choice Date
2nd Choice Date

SECTION 3
GROUP
INFORMATION

Number of Adults _____ **Number of Youth** _____ **Group Total**
x Rate **Total Amount** **40% Deposit**
If there will be any additional persons beyond the original count, contact us to make arrangements.

SECTION 4
PAYMENT
INFORMATION

A 40% non-refundable deposit is required to hold your reservation. The balance should be turned in no later than a month prior to your scheduled overnight. Forms received less than a month before an overnight event must be paid in full at time of registration.
Connecticut Science Center reserves the right to cancel any group that has not met the deposit or balance deadline.

At this time, I will pay the: Total Amount Due 40% Deposit

Payment Method:

Check

Make checks payable to "Connecticut Science Center" and mail to:
Connecticut Science Center
Attn: Overnights Program
250 Columbus Boulevard
Hartford, CT 06103

Credit Card

Cardholder Name _____ **Amount to be charged**

Card # _____ **Exp. Date** _____ **CVV #** _____

Visa/MC: Last 3 digits on back of card. Amex: 4 digits on front

The following Connecticut Science Center terms and policies apply to all Overnights. Your signature on this contract affirms your understanding and acceptance of the terms and agree to adhere to all Connecticut Science Center policies.

1. Reservation

- a) A 40% deposit is due to hold your reservation. Deposits are non-refundable.
- b) Groups whose number of participant's decrease after we have received your initial deposit will still be responsible for the original balance in your agreement.
- c) No refunds will be provided for groups after we have received your initial deposit.
- d) An increase in participant count is subject to availability.

Prior to Overnight

- a) Balance of payment is due a month prior to Overnight, paid with a single credit card or check. We reserve the right to cancel any group that does not meet this deadline.
- b) Roster (form will be provided for you) with the names of all children and adults attending the overnight must be emailed or mailed one week prior to your scheduled overnight.

2. Overnight Policies and Procedures

All registered children & adults MUST be listed on your group roster. Admission for guests who are not included on the roster is not guaranteed.

Only registered children (of the appropriate age) and registered adults are permitted to attend. Minimum age for the Overnight Excursion is five (5) years old. Children younger than 5 are NOT permitted to attend the program.

If a guest or group is asked to leave the program, that group is responsible for any charges incurred by CSC. Refunds will not be granted to guests/groups who are asked to leave the program.

Outside food and drink is prohibited, with the exception of approved special dietary needs.

3. Liability

CSC nor its employees will be liable to any Overnight participant for injury or damage to person or property arising out of the use of the CSC Properties nor those associated. Groups will be responsible for any damage, destruction or loss of CSC property occurring during the overnight.

4. Group Responsibilities - The Groups agree to the following prohibitions:

There must be a chaperon-to-child ratio of 1:8. (Chaperons must be at least 21 years old)

For the safety, security, and comfort of all guests, adult chaperons must remain with, and actively monitor their group throughout the evening

All groups must adhere to all the policies as stated below:

- a) Be respectful of yourselves, other participants, and Science Center staff.
- b) Be respectful of the property and personal space of other participants and CSC.
- c) Profanity is not allowed at any time during the overnight.
- d) Must keep hands, feet and objects to themselves at all times.
- e) CSC has zero tolerance for name calling, fighting, or harassment of any sort.
- f) Cell phones, iPods, cameras, or any other personal item brought from home is not to be used during instructional time. Furthermore, participants understand that these items are the sole responsibility of the owner and CSC or its staff shall not be held responsible if they are lost, stolen, or damaged.
- g) Participants and Chaperones understand that the use of cigarettes, lighters, matches, illegal drugs, alcohol, and weapons of any kind are strictly prohibited.

5. Cancellation - In the event CSC cancels an overnight, the group leader will be notified immediately. If a suitable reschedule date cannot be agreed upon, we will provide a full refund. Should the group cancel their overnight for any reason, the client agrees that they will forfeit their non-refundable deposit. The final decision to cancel or operate an overnight will be made by CSC.

CSC will inform you of any cancellation by noon on your scheduled overnight date.

The group leader is responsible for contacting participants with the cancellation information.

6. Smoking - The use of all tobacco products, including chewing tobacco, is prohibited in the CSC and within 25 feet in every direction of the building itself.

I have read the above agreement and fully understand and accept the terms, conditions, and policies.

I Accept

Typed Name

To send this completed form by email attachment, use the Save As button to the right. After saving, please send the file to Overnights@CTScienceCenter.org

To send by Fax, use the Print button to the right. Our fax number is 860-727-0558.