

# Experience Art And Culture At Glenbow

Glenbow  
130 9 Avenue SE  
Calgary, Alberta  
Canada T2G 0P3  
T 403 268 4100  
glenbow.org

## Booking Agreement Form

*\*Please note: Failure to sign and return this form is not regarded as 'Notice of Cancellation'*

Please read the following information. Complete the form, have ALL PARTICIPATING teachers sign and fax this form to: 403.262.4045

School Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Number of Students: \_\_\_\_\_

**Attendance Numbers:** Maximum 30 students for grades K – 6 and 35 students for grades 7 – 12. The credit card used at the time of booking may be charged for additional students if the numbers exceed the maximum. Each extra student is \$9 per program.

### Cancellation/Re-Booking:

- **Three Weeks Notice** is required for any cancellations or re-bookings.  
**Email 'bookings@glenbow.org'** or **Phone: 403.268.4110** to cancel programs.
- Following your cancellation, a written confirmation will be sent from the Bookings Office indicating the cancellation/re-booking has been processed. If you do not receive this confirmation letter, please contact the office to ensure your cancellation has been finalized.
- An \$80 late adjustment fee per program will be charged to the booking credit card if we do not receive three weeks notice of cancellation/re-booking.

**Payment:** Full payment is due upon arrival. We accept cash, cheque, debit and credit cards. If full payment is not collected on day of arrival, the credit card provided at the time of reservation will be charged.

**Lunchroom:** Lunchroom must be booked in advance. Please do not use the hallways or concourse outside of the museum doors for eating. Please enquire about alternative locations for eating.

**Adult Supervisors:** Our ratio is 1 adult to every 5 students (K-6) 1 to 12 (7-12). Adults must remain with their groups at all times. Additional adults will be charged general admission.

**Glenbow Guidelines:** Please review the included guidelines prior to your visit. Students and/or schools found to be exhibiting repeated poor behaviour, may be asked to exit the museum.

**Arrival:** Please arrive at least 15 prior to your program start time. **If you are delayed call: 403.268.4110**  
Bus lane is located at: 1<sup>st</sup> Street SE between 7<sup>th</sup> Avenue and 8<sup>th</sup> Avenue SE.

*I agree to the terms and conditions noted above:*

\_\_\_\_\_  
Signature of participating teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of participating teacher

\_\_\_\_\_  
Date