



Register for a School Program

To register your class for one of our school programs, please fill out both pages below and email them in at least two weeks in advance. We are happy to accommodate last minute bookings where possible but please note that partial forms will not be accepted. For more information, please call us at 613-839-0007.

Email address: administration@diefenbunker.ca

Number of Participants		Grade Level		Language	English/French
Preferred date and time			Alternative date and time		
Contact Name				Telephone Number	
Mailing Address					
E-mail	<input type="checkbox"/> I agree to allow the Diefenbunker Museum to contact me by e-mail.				
Program	<p>75 – 90 minute program (Tour + Workshop)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tour + Rex Zero Workshop (Grades 3-6) <input type="checkbox"/> Tour + Continuity of Government Workshop (Grades 9-12) <input type="checkbox"/> Tour + Emergency Preparedness Workshop (Grades 9-12) <input type="checkbox"/> Tour + Daily Life in the Diefenbunker (Grades 7-12) <p>Half-day or full-day program (Choose one or two)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Emergency Preparedness (Gr. 4-8) <input type="checkbox"/> Art and Peacebuilding (Gr. 4-8) <input type="checkbox"/> Morse Code and Communications (Gr. 4-5) <input type="checkbox"/> The Bunker as a Habitat (Gr. 4) <input type="checkbox"/> Functions of Government (Gr. 5) <input type="checkbox"/> Emergency Government (Gr. 5-11) <input type="checkbox"/> Electricity and Communications (Gr. 6) <input type="checkbox"/> Systems and the Bunker (Gr. 8) <input type="checkbox"/> The Berlin Wall (Gr. 8-12) <input type="checkbox"/> The Vietnam War (Gr. 10-12) <input type="checkbox"/> NATO (Gr. 11-12) <input type="checkbox"/> Communism (Gr. 11-12) 				
Organization / School					
Credit card number				Expiry date	
Cardholders name					
Cardholder's Signature					

A Credit Card number is required for booking purposes only. Payment must be made upon arrival.

Group Tour Cancellation Policy

Any cancellations or reduction in numbers must be communicated a minimum of two weeks in advance of the booking. Any changes made past the cancellation date will be subject to cancellation fees.

Emergency cancellations are subject to the approval of our Education Officer. Under all other circumstances, our booking agent must be notified in writing (e-mail) **as well as** a phone call two weeks prior to the visit for any changes and/or to cancel the reservation.

Method of Payment

Payment is due upon arrival and must be made in the form of Visa, MasterCard, AMEX, Interac, or cash.

If you would like to be invoiced, we require a signed and completed account authorization form at least two weeks prior to the visit.

Late Arrivals / Change in Numbers

Please be advised that if your group should arrive late, we cannot reduce the admission fee nor can we promise that your group will receive a full tour due to possible scheduling conflicts.

We allow a discrepancy of no more than five participants from the original number booked. If the discrepancy between the group size at booking (confirmation) and group size at arrival is more than five, the group will be charged a cancellation fee for the difference greater than the allowed five.

It is at the museum's discretion to allow or refuse a group arriving with more visitors than were booked.

Chaperones / Supervision

For all youth and student groups, we require a ratio of 1 adult for every 15 youth. It is the responsibility of the chaperones / supervisors to ensure the proper conduct of their groups at all times.

Fees and Cancellation Fees

Programs are priced according to time and supplies needed for each activity. Your group is responsible for the fees indicated in your *Booking Confirmation*, sent to you upon successful registration by Diefenbunker staff. Visits cancelled less than two weeks in advance are subject to cancellation fees in the amount of 50% of the total cost.

Rates cannot be combined with any other discount, program, coupon or special offer.

I have read and agree to the above procedures and recognize that failure to adhere to these rules could result in the refusal / expulsion of the group or additional charges / cancellation fees.

Signature of Registrant

Date

Name (Print)