

Register for a School Program

To register your class for one of our school programs, please fill out both pages below and email them to j.fink@diefenbunker.ca 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.

Number of Participants		Number of Chaperones	
Grade Level		Language	English French
Preferred date and time		Alternative date and time	
Institution name and address			
Email		Telephone number	
Day- of Contact Person:		Day-of Contact phone number:	
Program:	<p>Grades 4 - 8</p> <p><input type="checkbox"/> Tour + Art and Peacebuilding Workshop (2hrs)</p> <p>Grades 5 - 12</p> <p><input type="checkbox"/> Tour + Emergency Preparedness Workshop (1.5 hrs)</p> <p><input type="checkbox"/> Tour + Daily Life in the Diefenbunker Workshop (1.5 hrs)</p> <p>Grades 9 - 12</p> <p><input type="checkbox"/> Tour + Continuity of Government Workshop (2hrs)</p> <p>Grades 6 - 12</p> <p><input type="checkbox"/> Conflict Resolution Day Program (4 hours)</p>		

Payment:

Payment is processed upon arrival of the group.

We require a credit card in advance of the group's arrival to reserve the booking, and will only charge this card if explicitly directed to or in the instance of a no show. We will always contact the cardholder or institution prior to charging the card.

Please provide a card number below, and indicate your preferred method of payment.

Credit Card Number:		Expiry Date	
Cardholder Name:		CV	
Preferred method of payment upon arrival:	Credit Card <input type="checkbox"/> above <input type="checkbox"/> other	<input type="checkbox"/> Cheque <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Invoice (must be paid within 30 days of the visit)	

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

Cancellations: Cancellations or changes to your booking must be communicated a minimum of two weeks in advance of the booking. Cancellations made past this date will be subject to cancellation fees of 50% of the total cancelled cost for all discrepancies of more than 5 participants. Emergency cancellations are subject to the approval of the Diefenbunker management.

Late Arrivals: In the event of late arrivals, we cannot guarantee a full tour, nor reduce entry costs in the event of a shortened experience. Please notify the Diefenbunker as soon as possible should your group be running late.

Inclement Weather: Due to its location and age, the Diefenbunker may close on short notice due to inclement weather or other emergencies. In this instance, your group will not be charged and your Day-of-Contact Person will be notified immediately.

Arrival and Departure: The Diefenbunker has no group arrivals area, and we may not be able to accommodate an early arrival. Please arrive for your stated program time, and be prepared to depart at the end of your program.

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)