



Registering Your Group Tour

To request a group tour, fill out both pages below and email them to a.roncali@diefenbunker.ca at least two weeks in advance. We are happy to accommodate last minute tours where possible. Please note that partial forms will not be accepted.

Also, **the completion of this form does not confirm your group tour.** We will reply with availability within 2-3 business days. If you do not hear back from us, please contact us directly.

For more information, call **Angelina Roncali at 613-839-0007 x. 225** or **a.roncali @diefenbunker.ca**

Number of Participants(max 120, please indicate the breakdown)	Adults: Seniors (60+):	College/University (Students): Youth (18 and under):	Tour Guide:
Preferred date and time			
Alternative date and time			
Language (circle one)	English / French		
Contact Name			
Telephone Number			
Mailing Address (If a Tour Operator, please use the group's address)			
E-mail	<input type="checkbox"/> I agree to allow the Diefenbunker to contact me by-email.		
Has this group visited the Diefenbunker previously?	Yes / No / Unknown		
Type of Group (circle one)	School Seniors	Military Other: _____	
Credit card number		Expiration date	
Cardholders name		CVC	
Cardholder's Signature			

A Credit Card number is required for booking purposes only. Payment must be made upon arrival. If you would like to use this card for payment on arrival please indicate below.

I give the Diefenbunker permission to use the above card for payment on the date of our scheduled tour.

I DO NOT give the Diefenbunker permission to use the above card for payment on the date of our scheduled tour.



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 (see below for prices).

Emergency cancellations are subject to the approval of our Operations Manager. Under all other circumstances, our booking agent must be notified in writing (e-mail) two weeks prior to the visit for any changes and/or to cancel the reservation.

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 Contact Person will be notified immediately.

Cancellation Fees (HST incl)

Adult	\$8.00
Seniors (60+)	\$7.50
College/University (Students)	\$5.50
Youth (18 and under)	\$4.25
1 adult per 15 students	N/A
1 Tour Operator/ 1 Bus Driver	N/A

Group Admission Rate Eligibility

Group rates are applied to any group of ten or more people that registers their tour in advance following the museum's booking procedures laid out in this form. Groups of nine or less people may still be eligible for private group tours, but will be charged the standard admission fees. Groups must pay in a single payment in order to be eligible for the group rate. Groups where each individual wishes to pay separately will be charged the standard admission fee.

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 changes to participant numbers will be greater than five, we must be made aware a minimum of 2 weeks prior to the visit. If informed during the two week period prior to the visit, or upon arrival, adjustment fees will be applicable.

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.

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 _____

Name (Print) _____

Date _____