

PROGRAM REGISTRATION FORM

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

The completion of this form does not confirm your reservation. We will reply with availability within 2-3 business days.

For more information, call **Jessica Huang** at **613-839-0007 x237** or email reservations@diefenbunker.ca.

NUMBER OF PARTICIPANTS (please indicate breakdown)									
Adults:	Youth (6-17):								
Seniors (60+):	Students (18+):								
Bus Driver:	Tour Operator:								
PREFERRED DATE AND TIME									
ALTERNATIVE DATE AND TIME									
LANGUAGE (select one)	<input type="checkbox"/> English <input type="checkbox"/> French								
TYPE OF GROUP	<input type="checkbox"/> School <input type="checkbox"/> Military <input type="checkbox"/> Senior <input type="checkbox"/> Other: _____								
HAS THIS GROUP VISITED THE DIEFENBUNKER PREVIOUSLY?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown								
PROGRAM SELECTION (Note that all program selections aside from Dash for Survival include a tour.)	<table border="0"> <tr> <td>Art & Peacebuilding (Gr. 4-12) <input type="checkbox"/> On-site <input type="checkbox"/> Virtual</td> <td><input type="checkbox"/> Conflict Resolution Program (Gr. 7-10) (On-site Only)</td> </tr> <tr> <td>Emergency Preparedness (Gr. 6-12) <input type="checkbox"/> On-site <input type="checkbox"/> Virtual</td> <td><input type="checkbox"/> Dash for Survival (Gr. 8-12) (On-site Only)</td> </tr> <tr> <td>Daily Life at the Diefenbunker (Gr. 5-9) <input type="checkbox"/> On-site <input type="checkbox"/> Virtual</td> <td></td> </tr> <tr> <td>Continuity of Government (Gr. 7-12) <input type="checkbox"/> On-site <input type="checkbox"/> Virtual</td> <td></td> </tr> </table>	Art & Peacebuilding (Gr. 4-12) <input type="checkbox"/> On-site <input type="checkbox"/> Virtual	<input type="checkbox"/> Conflict Resolution Program (Gr. 7-10) (On-site Only)	Emergency Preparedness (Gr. 6-12) <input type="checkbox"/> On-site <input type="checkbox"/> Virtual	<input type="checkbox"/> Dash for Survival (Gr. 8-12) (On-site Only)	Daily Life at the Diefenbunker (Gr. 5-9) <input type="checkbox"/> On-site <input type="checkbox"/> Virtual		Continuity of Government (Gr. 7-12) <input type="checkbox"/> On-site <input type="checkbox"/> Virtual	
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PRIMARY CONTACT									
Institution Name:									
Name:	Telephone Number:								
Mailing Address:									
Email Address:									
<input type="checkbox"/> I agree to allow the Diefenbunker to contact me by email.									

PAYMENT

A credit card number is required for booking purposes only. Payment is due upon arrival. We will only charge this card if explicitly directed to, or in event of a no-show. We will always contact the cardholder or institution prior to charging the card.

Credit Card Number:		Expiry Date:
Cardholder Name:		CVC:
Preferred Method of Payment Upon Arrival	<input type="checkbox"/> 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)

GROUP TOUR CANCELLATION POLICY

Any cancellations or reduction in numbers must be communicated in writing **a minimum of two (2) weeks in advance** of the booking. Any changes made past the cancellation date will be subject to cancellation fees (see below).

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. In the event the museum is closed due to COVID-19, or any member of the group or museum staff become ill with COVID-19 symptoms, the group will have the option to reschedule or receive a full refund.

GROUP ADMISSION RATES & ELIGIBILITY

Group rates are applied to any group of nine (9) or more people that registers their tour in advance following the museum's booking procedures laid out in this form. Groups less than nine (9) 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.

Prices below exclude tax. Valid until December 31, 2022. Rates cannot be combined with any other discount, program, coupon, or special offer.

Type	60-minute Tour	90-Minute Tour	Program Add-On	Tour Cancellation Fee (60-min / 90-min)	Program Cancellation Fee
Adult	\$16	\$22	\$3.10	\$8 / \$11	\$1.33
Senior (60+)	\$15	\$21	\$3.10	\$7.50 / \$10.50	\$1.33
Youth (6-14)	\$8.50	\$11.50	\$3.00	\$4.25 / \$5.75	\$1.33
Youth (15-17)	\$8.50	\$11.50	\$3.10	\$4.25 / \$5.75	\$1.33
Student (18+)	\$11	\$15	\$3.10	\$5.50 / \$7.50	\$1.33
Adult – Military	\$14.80	\$22	\$3.10	\$8 / \$11	\$1.33
Senior – Military	\$14	\$21	\$3.10	\$7.50 / \$10.50	\$1.33
Chaperone (1 adult per 15 youth)	Free			\$4.50 / \$6	\$1.33
After Hours Fee	\$3 per person				
Bus Driver	Free				
Tour Operator	Free				

LATE ARRIVALS / CHANGES IN NUMBERS

Please be advised that if your group should arrive late, we cannot reduce the admission fee nor can we guarantee 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 (5), we must be made aware a minimum of two (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 groups, we require a ratio of 1 adult for every 15 youth. It is the responsibility of the chaperones and supervisors to ensure the proper conduct of their groups at all times.

MUSEUM COVID-19 VACCINE POLICY

Starting October 6, 2021, under recommendation by the City of Ottawa and Government of Ontario, anyone 12 and older will require proof of vaccination and photo ID to visit the Diefenbunker Museum, subject to accommodations required by the Ontario Human Rights Code.

In Ontario, an individual is considered fully vaccinated if they have received:

- The full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines,
- One or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada, or
- Three doses of a COVID-19 vaccine not authorized by Health Canada; and
- They received their final dose of the COVID-19 vaccine at least 14 days ago.

Please note that masking, physical-distancing, and contact tracing measures remain in effect.

ACKNOWLEDGEMENT

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

Signature of Registrant

Name (Print)

Date
