

## VIRTUAL PROGRAM REGISTRATION FORM

To request a virtual program, fill out and email this form to [reservations@diefenbunker.ca](mailto:reservations@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. **The completion of this form does not confirm your reservation.** We will reply with availability within 2-3 business days.

For more information, contact **Jessica Huang** at **613-839-0007 x227** or [reservations@diefenbunker.ca](mailto:reservations@diefenbunker.ca).

NUMBER OF PARTICIPANTS (max 35)			
Adults		Youth (6-17)	
Seniors (60+)		Students (18+)	
PREFERRED DATE AND TIME			
ALTERNATIVE DATE AND TIME			
<b>LANGUAGE (select one)</b>	<input type="checkbox"/> English		<input type="checkbox"/> French
<b>TYPE OF GROUP</b>	<input type="checkbox"/> School Grade: _____	<input type="checkbox"/> Military	<input type="checkbox"/> Other: _____
<b>HOW WILL STUDENTS BE JOINING?</b>	<input type="checkbox"/> In-classroom	<input type="checkbox"/> Individually from home	<input type="checkbox"/> Hybrid
<b>PROGRAM SELECTION (All programs are 1 hour in duration and include a prerecorded video tour.)</b>	<input type="checkbox"/> Art & Peacebuilding (Gr. 4-12) <input type="checkbox"/> Daily Life at the Diefenbunker (Gr. 5-9)	<input type="checkbox"/> Emergency Preparedness (Gr. 6-12) <input type="checkbox"/> Continuity of Government (Gr. 7-12)	
INSTITUTION NAME (if applicable)			
PRIMARY CONTACT			
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 to reserve the date/time selected. Payment is due upon arrival. Upon arrival, payment amount will be confirmed and payment in full, by credit, Interac, or cheque, will be authorized by your party. In the event of a no-show, or if payment for services is past due, the credit card on file will be charged in full.			
Credit Card Number		Expiry Date	
Cardholder Name		CVC	
Preferred Method of Payment	<input type="checkbox"/> Credit Card <input type="checkbox"/> Above <input type="checkbox"/> Other	<input type="checkbox"/> Cheque <input type="checkbox"/> Invoice (must be paid within 30 days of the program)	

### CANCELLATIONS & LATE ARRIVALS

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

If your group should arrive late to the start of the program, we cannot reduce the fee nor can we guarantee your group will receive a full program. Emergency cancellations are subject to the discretion of our Operations team.

### VIRTUAL PROGRAM RATES & ELIGIBILITY

All virtual programs are \$75 per session regardless of the number of participants. Each session can accommodate a maximum of 35 participants. Cancellation fees are 50% of the booking price.

Prices exclude tax. Valid until August 31, 2024. Rates cannot be combined with any other discount, program, coupon, or special offer.

### CHAPERONES / SUPERVISION

For all youth groups participating in virtual programs, we require at least one teacher/supervising adult. It is the responsibility of chaperones and supervisors to always ensure the proper conduct of their groups.

### 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)

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\_\_\_\_\_

Date

\_\_\_\_\_