

SPECIAL PROGRAM REGISTRATION FORM

To request a program, fill out and email this form 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, contact **Jessica Huang** at **613-839-0007 x227** or reservations@diefenbunker.ca.

NUMBER OF PARTICIPANTS (please indicate breakdown)			
Adults:		Youth (6-17):	
Seniors (60+):		Students (18+):	
Bus Drivers:		Tour Operators:	
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 Grade: _____	<input type="checkbox"/> Military	<input type="checkbox"/> Senior <input type="checkbox"/> Other: _____
PROGRAM SELECTION	<input type="checkbox"/> Conflict Resolution (Gr. 7-10) <ul style="list-style-type: none"> 4hr duration, includes tour and lunch break 		
INSTITUTION NAME (if applicable)			
TOUR OPERATOR (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 Upon Arrival	<input type="checkbox"/> Credit Card <input type="checkbox"/> Above <input type="checkbox"/> Other	<input type="checkbox"/> Cheque <input type="checkbox"/> Interac <input type="checkbox"/> Invoice for payment after visit (must be paid within 30 days)	

FINANCIAL CONTACT (IF DIFFERENT FROM PRIMARY CONTACT)	
Name:	Telephone Number:
Mailing Address:	
Email Address:	
<input type="checkbox"/> I agree to allow the Diefenbunker to contact me by email.	

CANCELLATIONS, LATE ARRIVALS, AND CHANGES IN NUMBERS

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, we cannot reduce the admission fee nor can we guarantee that your group will receive a full tour due. Upon arrival, we allow a discrepancy of no more than five (5) participants from the original number booked. If changes to participant numbers are greater than five (5), cancellation fees will be applicable. It is at the museum's discretion to refuse a group arriving with more visitors than were booked.

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.

GROUP ADMISSION RATES & ELIGIBILITY

Group rates are applied to any group of ten (10) or more people that registers their tour in advance following the museum's booking procedures laid out in this form. Groups of nine (9) 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 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, 2024. Rates cannot be combined with any other discount, program, coupon, or special offer.

Type	Conflict Resolution	Cancellation Fees
Adult, Senior, Student (18+) above chaperone ratio	\$3.10	\$1.33
Youth (6-17) (Untaxed)	\$15	\$1.33
Chaperone (1 adult per 15 youth)	Free	
Tour Operator	Free	
Bus Driver	Free	
After Hours Fee	\$3.50 per person	

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 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)

Date
