



# Space Center University Order Form

Preferred date of visit: _____ First Choice Date _____ Second Choice Date _____ Coordinator Name _____ Company Name _____ Company Address _____ City _____ State _____ Postal Code _____ Country _____ Coordinator Phone # _____ Cell # _____ Email _____ Name of visiting organization _____	<div style="background-color: #e0e0e0; padding: 5px;"><b>Program Prices &amp; Packages</b></div> <p>There is a non-refundable \$300 Registration/Administration Fee for all groups. All prices include: Admission / Supplies / Staff / lunch</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Groups of 1-19 Students</th> <th style="text-align: left; border-bottom: 1px solid black;">Groups of 20+ Students</th> </tr> </thead> <tbody> <tr> <td><b>Package #1 - No Hotel</b> \$615 per student or adult</td> <td><b>Package #3 - No Hotel</b> \$525 per student or adult</td> </tr> <tr> <td><b>Package #2 - With Hotel</b> <small>(Double Occupancy)</small> \$950 per student or adult</td> <td><b>Package #4 - With Hotel</b> <small>(Double Occupancy)</small> \$885 per student or adult</td> </tr> </tbody> </table> <p><b>Hotel Packages are for a minimum 6 night stay</b></p> <div style="background-color: #e0e0e0; padding: 5px;"><b>Package Options</b></div> <p><b>Additional Hotel Rooms / Nights</b> \$125 per room, per night</p> <p><b>Optional Parents / Family Brunch Fee</b> \$30 per person</p> <p><b>Package selection #</b> _____</p>	Groups of 1-19 Students	Groups of 20+ Students	<b>Package #1 - No Hotel</b> \$615 per student or adult	<b>Package #3 - No Hotel</b> \$525 per student or adult	<b>Package #2 - With Hotel</b> <small>(Double Occupancy)</small> \$950 per student or adult	<b>Package #4 - With Hotel</b> <small>(Double Occupancy)</small> \$885 per student or adult
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<b>Participant Information</b> Number of Students _____ Number of Adults _____ Current Student Grade Level: Choose one <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 (ages 14-18) <p style="color: red; font-size: small;"><b>Transportation to and from airports, hotels and Thursday, NBL tour and dive session is the responsibility of the group. Space Center Houston will only supply transportation for the NASA Johnson Space Center tram tour.</b></p>	<b>Do you need Hotel Accommodations</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Total Number of Hotel Rooms</b> _____ Dates Staying at the Hotel: <input type="checkbox"/> <b>Sun-Friday</b> Other _____ Dates Staying at the Hotel: <input type="checkbox"/> <b>Mon-Sat</b> Other _____ <p style="color: red; font-size: small;"><b>Hotel rooms are double occupancy</b></p> <p style="font-size: x-small;">** Typical hotel stay is check-in at 3 p.m. and check-out at 11 a.m.</p>	<b>Credit Card Information</b> <small>(required for reservation and administration Fee of \$300)</small> Name on Card _____ Card Number _____ Expiration Date _____ CID _____ Card Types accepted: <input type="checkbox"/> American Express <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover
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**Please read carefully:**

- A credit card must be used to secure a reservation. The non-refundable administration fee of \$300 is required along with this completed order form. The credit card used for the reservation will automatically be charged four (4) weeks prior to the event date if an alternate form of payment for the balance has not been received. The order will automatically be canceled if the credit card is declined and another form of payment has not been arranged.
- Final payment AND final number of participants are due four (4) weeks prior to the event date. Space Center Houston reserves the right to cancel any reservation if final payment and signed order form have not been received four (4) weeks prior to the event date.
- No refunds will be issued after four (4) weeks prior to the event date. This is necessary due to the amount of staff scheduled, food being prepared and the materials ordered. For this reason, there are no full or partial refunds provided.
- Cancellation of your visit must be received in writing no later than four (4) weeks prior to the event date.
- Any changes in group size must be received by Space Center Houston reservations no later than four (4) weeks prior to the event date. Refunds will not be issued if number of participants decreases within four (4) weeks of the event date.

Sign \_\_\_\_\_ Date \_\_\_\_\_

Complete the order form and email to [reservations@spacecenter.org](mailto:reservations@spacecenter.org); fax to +1 281-283-4766; mail to Space Center Houston Reservations, 1601 NASA Parkway, Houston, TX 77058; or call Space Center Houston at +1 281-283-4755.