



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: _____

Program prices & packages

There is a non-refundable \$300 Registration/Administration Fee for all groups. All prices include admission, supplies, staff and lunch.

<u>Groups of 1-19 students</u>	<u>Groups of 20+ students</u>
Package #1 – no hotel \$674.95 per student or adult	Package #3 – no hotel \$579.95 per student or adult
Package #2 – with hotel (Double occupancy) \$1045.95 per student or adult	Package #4 – with hotel (Double occupancy) \$975.95 per student or adult

Hotel packages are for a minimum six (6) night stay.

Package options

Additional hotel rooms/nights
\$125 per room, per night

Optional parents/family brunch fee
\$69.95 per person

Package selection #: _____

Participant information

Number of students: _____

Number of adults: _____

Current student grade level: Choose one
 8 9 10 11 12 (ages 15-18)

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.

Do you need hotel accommodations

Yes No

Total number of hotel rooms: _____

Dates staying at the hotel:
Sunday-Friday
 Other: _____

Dates staying at the hotel:
Monday-Saturday
 Other: _____

Hotel rooms are double occupancy
 ** Typical hotel stay is check-in at 3 p.m. and check-out at 11 a.m.

Credit card information

(required for reservation and administration fee of \$300)

Name on card: _____

Card number: _____

Expiration Date: _____ CID: _____

Card Types accepted: American Express
 Visa MasterCard Discover

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 participant's decreases within four (4) weeks of the event date.

Sign _____ **Date** _____

By typing or signing your name above, indicates your acceptance to the terms and conditions of this agreement.

Complete the order form and email to 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.