RESERVATION REQUEST FORM

Please complete all of the information below. Reservations are taken by mail or fax only. Faxed forms are only accepted for groups paying by credit card.

ABOUT YOUR GROUP

School/Organization _____________________________________________________________
Mailing Address ___________________________________________________________________
City/State/Zip ____________________________________________________________________
Contact Person ________________________________________________________________
Daytime Phone __________________ Evening Phone ________________________________
Number in Group ____________________ Age/Grade (if applicable) ______________________
Special Needs ________________________________________________________________
Special Interests at the Museum _________________________________________________

ABOUT YOUR VISIT

Date ____________________________ Time _______________________
Alternate Date (required) ________________ Time _______________________
Type of Visit:

❐ 1-Hour Guided Tour
❐ 2-Hour Guided Tour + Film

PAYMENT - Forms submitted without payment will not be processed

❐ $50 Refundable Deposit (ONLY for school groups of 60 or less not seeing a film)

OR

❐ Pre-Payment of ________ (for community groups and all schools seeing a film)
  ☐ Check/Money Order
  ☐ Visa/MC: Card # ____________________________ Exp Date ____________

SEND FORM TO:

Fax: 773.702.9853
Mail: Oriental Institute, Education Office
1155 East 58th Street
Chicago IL 60637

Call 773.702.9507 if you have questions!
TOUR OPTIONS AND POLICIES

Guided tours are available Tuesday through Saturday. Selected date is subject to availability. Complete the worksheet below and enter your group’s preferred tour dates, times and total fee into the Reservation Request Form.

SCHOOL GROUPS

School tours are aligned to Illinois State Goals for Learning 13, 14, 15, 16, 17, 18, 25, 26, and 27 in Science, Social Science, and Fine Arts.

• MAXIMUM NUMBER OF STUDENTS: 120

Guided tour only option is available for groups of up to 60 students; groups over 60 must take the tour and film option. One adult chaperone is required for every 10 students.

• TOUR OPTIONS

Tours are available on the following days and times. Select a first and second choice.

- Tuesday  ☐ 10AM  ☐ 12PM
- Wednesday ☐ 10AM
- Thursday ☐ 10AM  ☐ 12PM
- Friday ☐ 10AM
- Saturday ☐ 10AM  ☐ 1PM

• FEE CALCULATION

Number of Students........................................................................................................................................_________
1-Hour Guided Tour ONLY (for groups up to 60): No fee, but $50 refundable deposit due..........$________
2-Hour Guided Tour + Film: Film Projection Fee: $3
Multiply total number of students by $3...........$________

COMMUNITY GROUPS

• MAXIMUM NUMBER OF VISITORS: 120
• MINIMUM NUMBER: 10

Guided tour only option is available for groups of up to 60; groups over 60 must take the tour and film option.

• TOUR OPTIONS

Tours are available on the following days and times. Select a first and second choice.

- Tuesday  ☐ 10AM  ☐ 12PM
- Wednesday ☐ 10AM
- Thursday ☐ 10AM  ☐ 12PM
- Friday ☐ 10AM
- Saturday ☐ 10AM  ☐ 1PM

• FEE CALCULATION

Number of Visitors........................................................................................................................................_______
1-Hour Guided Tour ONLY (for groups up to 60): Multiply total number of visitors by $7...........$________
2-Hour Guided Tour + Film Multiply total number of visitors by $10...........$________

CHANGE & CANCELLATION POLICY

Cancellation of a confirmed tour date must be made at least two weeks prior to the scheduled date to receive a full refund of fees. Cancellations made less than two weeks in advance will be charged a $50 processing fee.

No refunds will be issued if the size of your group decreases after your reservation has been confirmed.

Call 773.702.9507 with any questions.