



6704 SE 122nd Avenue Portland, OR 97236  
 503-823-1671 - office  
 503-823-9504 - fax  
 www.leachgarden.org

## Educational Program Reservation/Request Form

Please read carefully and contact Education Coordinator if you have any questions @ 503-823-1671

### Group & Contact Information

School or Group Name		Today's Date	
Primary Contact Name		Alternate Contact Name	
Contact Email		Contact Email	
Phone (and best time to call)		Phone (and best time to call)	
Address	City	State	Zip

### Program Content & Fees

Program Date(s)		
Alternative Program Date(s)		
Program start time / length of program		
Children's Grade Level/Age Ranges		
Number of Children / Youth Participants		
Expected Number of Adult Participants		
Program Type (Field Trip, Honeybee Hike, Self-guided activity or tour, Adult Guided tour)		
Other (use of tent)		
<b>Fee Structure</b> (Student field trips and Honeybee Hike \$3.00 per child/adult chaperones are free. Adult guided tours \$5.00 per participant.)	<b>Please see page two for detailed information about cancellations, payments and group sizes. Payment over the phone with credit card is accepted or mail (to address above) this form and a check. Thank you for your interest in Leach Botanical Garden.</b>	
<b>Total Fee due for your program</b>		\$
<b>Self-guided visit</b>		\$0.00
<b>Total Fee Included</b>		\$
<b>Remainder Due</b>		\$
<b>Office usage</b>		

**Please sign and return a copy with your partial or full payment within 10 business days to secure your dates.**

I agree that the information here is correct to the best of my knowledge and I understand the terms of this agreement including the cancellation policy.

Participating Group: Signed \_\_\_\_\_ Date \_\_\_\_\_

LGF: Signed \_\_\_\_\_ Date \_\_\_\_\_



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**Reservations:** For all large groups (paying or nonpaying) of 10+ visitors in a group a reservation is required. Staff will check the calendar of events and approve your visit. Please fill out the reservation form or contact the office to inquire about specific available dates first.

**Cancellation Policy for visiting group(s):** Please inform Leach Garden Friends (LGF) of a cancellation at the earliest possible time. If your group cancels in 3 business days or more (Monday-Friday), 100% of final payment is refundable. No payment will be refunded if cancellations are made within 72 hours of the scheduled program/tour.

**Cancellation Policy by Leach Garden Friends:** LGF reserves the right to cancel a program due to circumstances beyond LGF control. We will cancel with at least 3 days' business notice (Monday-Friday) and all fees will be refunded.

**Payments:** A 50% payment of the final total fee must be received with this reservation or within 10 business days of submitting this form to secure your visit. After 10 business days, your tentative dates become available to others. This application is not a confirmation of your reservation though every effort will be made to accommodate your requested date. Final payment is due before your group's arrival – payment the day of must be by check or cash. Payment over the phone with credit card is accepted or mail (to address above) this form and a check.

**Maximum number:** 30 students per field trip- two field trips per day. An adult-to-student ratio of 1:6 is recommended for 3rd grade and under, and ratio of 1:10 is required for 4th grade and up. Adult supervision is required at all times.

**Self-guided tour or activities:** These do not require a fee but a reservation form must be submitted to Leach Garden's Education Coordinator not less than 4 weeks in advance of your requested date. Allow 2 weeks for your application to be processed. Fill out the application completely and email/fax or mail back. Incomplete applications will not be accepted. This application is not a confirmation of your reservation though every effort will be made to accommodate your requested date. You will be sent written email notification confirming dates and times for your group's visit. Requests are processed on a first-come, first-served basis.

**Guided tour:** Guided tours for adults are offered Tuesday and Thursday only, 11am-noon or 2pm-3pm. Fee of \$5.00 person and six adults minimum / 15 guests maximum (15 guests per 1 tour guide). Groups of more than 15 adults require an additional tour guide. If you add guests to your tour beyond the designated number approved on the registration form (without notifying the Education Coordinator before your arrival), you must pay the tour guide before the start of your tour for those additional guests. Our trails are narrow and 15+ guests on a tour makes it difficult to hear, see and experience a quality tour. Regularly scheduled free Saturday guided tours (March-October), 11am-noon, are available on a first-come, first-served basis, maximum 15 visitors.