



A Little World for Big Thinkers

### 2016-2017 Field Trip Policy Contract

By initialing each section you are agreeing to Imagi Nation LLC's field trip policies. All sections must be completed or your request will be considered incomplete and will not be processed.

**Field Trip Booking Policy and Procedure:**

1. Mail or email this completed Field Trip Contract with your non-refundable \$50 deposit.  
*Mail to:* Imagi Nation LLC, 3313 Hamilton Boulevard, Allentown, PA 18103  
*Email to:* [info@imaginationexp.com](mailto:info@imaginationexp.com)
2. Upon receipt of your Field Trip Contract and deposit, we will send you an email with a Deposit Confirmation and Invoice. This will include your visit date, arrival/departure times, final balance and due date.
3. Visits must be paid in full 2 weeks prior to your visit date. When final payment is received, Imagi Nation LLC will send a Final Confirmation email to the primary contact. This email will include an itinerary, release form, chaperone instructions, and directions/parking instructions.

PLEASE INITIAL: \_\_\_\_\_

**Cancellation/Refund Policy:**

Imagi Nation LLC reserves the right to cancel this agreement if payment deadlines are not met as outlined. Invoices, receipts, adjustments and/or alternate payment arrangements must be requested and confirmed in writing. Reservation dates may be rescheduled up to 3 weeks (15 business days) in advance of the visit date with no penalty. In the event that a school/organization must cancel their reservation less than 15 business days from the scheduled visit date, the deposit will be forfeited. All deposits are non-refundable. In addition, Imagi Nation LLC will cancel the school/organizations field trip visit if payment is not received by the final payment due date and deposit will be forfeited. Cancellations are not official until the school/organization receives a written confirmation from Imagi Nation LLC.

**Procedure to Cancel or Reschedule a Field Trip:**

To cancel a field trip, the Primary Contact must provide written notice to Imagi Nation LLC. Deposits are non-refundable, therefore are forfeit upon receipt of written notice of cancellation. Once written notice of cancellation is accepted by Imagi Nation LLC, a written confirmation of the cancellation will be sent to the Primary Contact.

PLEASE INITIAL: \_\_\_\_\_

**Field Trip Date Policy:**

If your original requested date is not available, Imagi Nation LLC will contact the Primary Contact to find a date that is agreeable for both Imagi Nation and the school/organization. Once a date has been verbally agreed upon, the deposit will be processed and an email confirmation will be sent to the Primary Contact with the new date that has been agreed upon.

PLEASE INITIAL: \_\_\_\_\_

I have read and understand the Imagi Nation LLC's Field Trip Policy Contract and verify that the information within the contract is true and correct. I acknowledge the enclosed dates to be acceptable.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_