

CTSC SCHOOL BOOKING FORM

Please read this **BOOKING PROCEDURE FORM** carefully to ensure that your visit goes smoothly

INTRODUCTION:

The Cape Town Science Centre (CTSC) provides valuable hands-on learning experiences using world-class exhibits designed to enrich the school curriculum and equip learners by increasing their skill and understanding of science, technology and maths. The CTSC strives to be a fun, innovative place and offers learners an unforgettable experience.

BOOKING PROCEDURE:

- In order to gain maximum benefit from the CTSC, class teachers must attend a pre-visit to the Centre. (Please note that Teacher Pre-Visits are only available from Monday – Friday between 15:00 - 16:00). This visit is free of charge.
- Please complete the booking form and return it to Yandiswa Makwenta at the CTSC by email or in person. Only written bookings will be confirmed via an invoice from the CTSC.
- Please note that telephonic enquiries do not serve as a confirmed booking. Bookings are essential for all school groups. This is to ensure that our staff are available to assist your group and needs.

RULES WHEN VISITING THE CTSC:

Please plan to bring one adult for every ten children to supervise the group. Any additional adults are required to pay an admission fee of R25.

- Food, beverages and chewing gum are not permitted in the CTSC, other than at designated areas.
- Teachers/supervisors must accompany their learners at all times and are expected to prepare the learners for the visit and to play an active role in their visit.
- The CTSC reserves the right to refuse admission to under-supervised groups of children.
- Please note that refreshments are available to purchase from iCafe in the CTSC.
- Learners should leave their school bags at school and must refrain from bringing valuables on their visit. Lunch packs can be stored in the group area.

ENTRANCE FEES:

All groups larger than 15 people qualify for a discounted group rate of R70 per person. One adult for every ten children to supervise the group, will not be charged an entry fee. Additional adults: R25. This includes pre-school, school, student and adult groups. Normal fees are R80 per person.

SPECIAL ARRANGEMENTS:

- Deposit due within 5 days of booking at least one month before visit. Please note that you will not receive a confirmation of your booking until your deposit has been received.
- Please bring your confirmation letter on the day of your visit to avoid delays at reception.
- The remaining amount must be paid prior to or on the day of your school visit. Please bring your proof of payment along if it has been done via EFT.
- Should you need to cancel your visit please inform the CTSC by email or WhatsApp at least one week in advance in order to qualify for a refund. Failing this, the CTSC will retain the deposit.

CANCELLATION AND REFUND POLICIES

A full refund of the deposit will be done if cancellation is done 7 days prior the visit date. After which only 25% of the deposit will be reimbursed if cancellation is within and up to 3 days of the visit. Should you bring less learners on the day, please note that you will not receive a refund for these learners. If you are bringing less learners than you booked for please let us know at least 24 hours prior to your visit.

PAYMENT PROCEDURE:

A deposit relative to your group size is required within 5 days of booking.

Deposits are as follows:

- R1050 for bookings of 15 – 29 people
- R2100 for bookings of 30 – 59 people
- R4200 for bookings of 60+ people
- This may be paid into the CTSC's bank account. A deposit slip verifying this payment must be emailed to Yandiswa - bookings@ctsc.org.za, once the payment is made. Payment may also be made at the CTSC's Ticket Office during the Teacher's Pre-visit. (No cheques in the post)
- Booking will be confirmed once the proof of deposit has been received.

We try to keep costs as low as possible for you! Our interactive workshops are a popular attraction for our visitors. To keep costs low, a minimum capacity (15 learners) is needed to run workshops. Therefore when you make your booking, and wish to include a workshop, there is minimum charge of 15 learners (even if you are bringing fewer).

CTSC BANK DETAILS:

Name: Interactive Science Foundation t/a Cape Town Science Centre
Bank: Standard Bank, Cape Town Branch
Branch code: 020 909
Account No: 070098549



BOOKING YOUR SCHOOL VISIT

Please complete this form and fax to 086 519 7227 or email to bookings@ctsc.org.za

FOR OFFICE
USE ONLY:
Invoice #:

SCHOOL INFORMATION

TEACHER PRE-VISIT Time: 15:00 - 16:00 (Monday - Friday only)	Date of pre-visit:		
SCHOOL GROUP VISIT Request time and date for school visit (select two dates): Mon - Sat from 09:00	1st Choice Date:	Arrival time:	Departure time:
	2nd Choice Date:	Arrival time:	Departure time:
Name of school:		Public <input type="checkbox"/>	Private <input type="checkbox"/>
Metropole:	Suburb:	Municipality:	
TEACHER IN CHARGE	Name & Surname:		Tel (code):
Fax:	Cell:	Email:	
No of children in group:	No of accompanying adults:		Grade of group:

I have read and understand the booking procedure forms and rules of the Cape Town Science Centre

Signature – School principal _____

Signature – Teacher in charge of visit _____

Date _____ School stamp

VISIT OPTIONS (CHOOSE ONE ONLY)

Choose **ONE** of the following options:

TICK OPTION	OPTION NO	DESCRIPTION	GRADE	WORKSHOP TITLE (see Education Programme for options)
<input type="checkbox"/>	1	Core Programme - no workshop (1 ½ hour visit)		N/A
<input type="checkbox"/>	2a	Curriculum Enrichment Programme (3-hour visit)		
<input type="checkbox"/>	2b	Informal Enrichment Programme (3-hour visit)		
<input type="checkbox"/>	3	E-learning (3-hour visit)		
<input type="checkbox"/>	4	WCED Mobile Science Centre (a visit to your school)		Note: There is a separate booking form that needs to be completed for the WCED Mobile Science Centre.