

2010 Group Overnight Registration Form

Please fill out all fields completely; incomplete registrations will not be processed.
PLEASE NOTE: A \$10 PROCESSING FEE WILL BE APPLIED TO EACH GROUP REGISTRATION.

Group Name _____
Group Leader (**must** be someone attending the event) _____
Group Leader Address _____
City _____ State _____ Zip _____
Daytime Phone _____
Evening Phone _____
E-mail (please note: all confirmation materials will be sent by e-mail) _____
Number of adults _____ Number of Children _____ **A minimum 1:3 ratio of adults to children is required.**
Age Range of Children (reminder: 6-12 year olds only) _____
Total Number in Group (minimum 15) _____ X \$51 = Total Due _____

Please indicate your 1st, 2nd, and 3rd choices:

January 8th _____	March 5th _____	May 14th _____	August 6th _____
January 15th _____	March 26th _____	June 11th _____	October 8th _____
February 5th _____	April 9th _____	June 18th _____	
February 12th _____	May 7th _____		

Deposit amount \$ _____

Deposit type (Please Note: even if you are paying your deposit by check, we require every registration to have credit card info attached as a security against the final balance being paid by the due date. **If you are mailing a check with your registration, your credit card will not be charged for your deposit. If you are faxing your registration, you must pay your deposit with a credit card.:**)

Visa MasterCard American Express Discover Check payable to "The Field Museum"

Card number _____ Exp. date _____

Cardholder name (please print legibly) _____

Cardholder signature _____

"I authorize The Field Museum to charge this credit card for any unpaid balance due for this event five weeks prior to the event date."

The remaining balance, minus the deposit (\$100 for groups up to 25, 25% of the total due for groups of 26-100, 50% for groups of 100 or larger), is due 5 weeks prior to the overnight. Any unpaid balance after the due date will be charged to the credit card that The Field Museum requires with each registration. NO REFUNDS WILL BE GIVEN AFTER THE FINAL DUE DATE.

If your group is successfully registered for the Overnight you will receive a confirmation by email. The exact due date for your final payment and materials will be listed with your confirmation. Additional copies of this form and the confirmation materials can be downloaded at: <http://www.fieldmuseum.org/overnights>

Registrations can be returned by fax to the attention of "Group Overnights" at **312.665.7401**

by email to: **overnights@fieldmuseum.org**

or by mail at: **The Field Museum – Group Overnights**

1400 S. Lake Shore Drive

Chicago, IL 60605-2496

FOR OFFICE USE ONLY:

Date Received _____ Date of Overnight _____ Confirmation e-mailed _____

Date Entered _____ Deposit Amount _____ Final Balance Due _____ Date Due _____