



## Field trip and Group Tour Reservation Guidelines and Policies

(Revised: April 2017)

Please read all the information provided here before booking your group Field Trip at the Art and Culture Center/Hollywood. Groups must be comprised of a minimum of 10 children. One chaperone per 10 children is required for ages 17 and under. Gallery space is limited to 25 children at a time. If there are more than 25 in a group we will split the remaining children and they will participate in the Interactive Art Area. If more than 50 children, please call 954. 921. 3274. Field Trips may be scheduled Tuesday-Friday. Book your group of 10 or more today at the Art and Culture Center/Hollywood by calling 954. 921. 3274.

### Payment Policy and Admission

- **We strongly urge groups to book visit in advance.** Reserve 10 days or more in advance. *Please note that the demand for advance group reservations is high, admission is based on a first-come basis. If no reservation is made, a tour of the exhibition may not be possible.*
- Admission is \$6 for adults, \$3 for students, seniors and children ages 17 and under. *If a group fails to make their reservation 14 days in advance and the Center agrees to admit them, the group will be charged \$7 for adults and \$4 for students, seniors, and children ages 17 and under.*
- Once your tour has been scheduled, an initial 50% deposit must be received by the Center within seven (7) days to guarantee your tour date.
- Your organization will be sent an invoice for the remaining balance.
- Final payment and final head count are due upon arrival at the Center on the day of your visit.
- Purchase orders are NOT accepted as payment. Accepted forms of payment are cash, company check, money order, or credit card (Visa, American Express, Master Card, Discover).

**Checks or money orders are to be payable to:**

Art and Culture Center/Hollywood

**and sent to:**

Art and Culture Center/Hollywood  
1650 Harrison Street Hollywood, FL 33020  
Attn: Group Tours

- Deposits will be refunded if canceled a minimum of seven (7) days prior to the tour date. The Center will retain a \$25 cancellation fee, which may be applied to a future visit within the exhibition timeline.
- Rescheduling cannot be guaranteed due to limited availability.
- If the tally of visitors in your group is more or less than the original number reserved, these changes must be reported to the Center at least three (3) days in advance of the visit in order for the admission fee to be adjusted from the total amount due. The Center should be notified of any increase of visitors as soon as possible to ensure availability.
- **No refunds will be made for no-shows the day of visit. Any additional visitors on the day of the tour will be charged \$7 for adults and \$4 for students, seniors and children ages 17 and under.**

## Location

Art and Culture Center/Hollywood, 1650 Harrison Street, Hollywood, FL 33020. For directions, visit [ArtAndCultureCenter.org/visit](http://ArtAndCultureCenter.org/visit).

## Check-in

For the day of your visit, the Center has established some guidelines for arrival and check-in to make your experience as enjoyable as possible:

- All buses should arrive at the front of the Center for drop off. Buses must remain in the designated parking location with motors turned off. The driver must remain on premises for the duration of the trip.
- A Center staff greeter will meet your group on the bus upon arrival to explain all guidelines for your visit.
- You will need to present a copy of your email to the greeter. Provide an exact count of guests in your group. If there are additional guests than what was registered in advance, please advise upon arrival and pay for them in full.
- One group leader will check in with greeter in advance of full group entrance. If exceeding 25 people, attendees will be divided into two groups for admission into both Center gallery and arts activity area.
- Please have everyone leave all backpacks, outer clothing (such as jackets), and lunch containers on the bus.
- **All groups are required to arrive at least 15 minutes prior to their reserved tour time.** If late, call the Center immediately at 954. 921. 3274. Late arrivals may not be admitted and may be rescheduled per the Center's discretion. If canceled, no refunds will be given.

## Lunch

**No food, drinks, chewing gum, candy, or bags will be permitted into the Center.**

The Center does not have picnic or cafeteria facilities on site. The ArtsPark at Young Circle across the street from the Center provides a great outdoor area for picnicking. Downtown Hollywood has many restaurants and cafes, and is just blocks from the Center.