



Chino Youth Museum Tour Request Application Form

(Applications Must Be Received 60 Days Prior to the
Tour Date in person with the Application Fee.)



13191 Sixth Street, Chino, CA 91710, 909.334.3270

Name: _____ DOB: _____ Organization: _____

Address: _____ City: _____ Zip: _____

Phone Number #: _____ Email: _____

Emergency Contact: _____ Relationship: _____ Phone Number # _____

Tour Date: _____ Tour Time: _____ Expected Adults: _____ Children: _____

Tour Type

Choose one below:

Public Open Hour Tour-90 minutes

- \$50 Non-refundable application fee required.
- Minimum 10 guests required.
- 1 chaperone for every 10 children required.
- \$10 per child /adult.
- One free adult for every 13 children.
- No optional project available.

29 guests or less

Private Closed Hour Tour-90 minutes

- \$150 Non-refundable application fee required.
- Minimum 30 guests required.
- 1 chaperone for every 10 children required.
- \$10 per child /adult.
- One free adult for every 13 children.
- Includes 1 private optional project.

30-60 guests
(2 rotations)

91-100 guests
(4 rotations, 1 rotating outside
with school chaperones)
Additional 30 minutes

61-90 guests
(3 rotations)

Choose one below:

Exploration Time Only

Free exploration of exhibits.

Guided Educational Tour

Educational tour of the facility. Sharing the City of Chino's rich history (15 min.), plus time to explore.

Private Optional Project

Butter Making

(For groups under 61 children)
Children will get a taste of Chino
and learn how to make butter!

or

Community Helpers Craft

Guided art project for children.

Tour Fees | Policy | Guidelines

- A non-refundable application fee of \$50 or \$150 will be applied to every approved tour request. This fee will be collected at the time of the tour request application submittal.
- The application fee will be applied to tour fees barring any reservation cancellations.
- In the event the Chino Youth Museum/City denies or cancels the reservation, the \$50 or \$150 application fee will be refunded.
- The tour is considered "reserved" when all required paperwork has been completed, approved by the Museum Coordinator, and all fees are paid. In the event the Museum is unable to reach you within 15 business days of the Tour Request Application submittal to finalize required paperwork, your reservation will be cancelled, and the application fee forfeited.
- The final payment of all applicable fees is required at 30 days prior to the event. Payments are accepted by cash, check, or credit card. All forms of payment (i.e., credit cards and checks) must match the name and/or organization on the tour application and contract. Checks are made payable to "City of Chino."
- A maximum of 2 transactions will be allowed for final payment.

Tour fees, policy, and guidelines are continued on the back. The Tour Requestor MUST read and sign the Waiver on the reverse side.

Tour Fees Continued

- No refunds will be provided for unused time. Examples include, but are not limited to, tour guests leaving early, tour ending early, event being shut down by Police Department or staff due to noncompliance with the facility rules and regulations.
- Tour fees are good for the tour only. General admission fees are required for re-entry.
- Memberships and day passes cannot be used to pay for tour admission.

Initial: _____

Reservations and Cancellations

- Reservations are subject to availability.
- Reservations may be made up to one year in advance, but not less than 60 days prior to the tour date.
- Tour times will not be adjusted due to late arrivals.
- Changes in tour times/rescheduling/attendance which require fee changes must be done in person 30 days prior to the tour and are subject to availability.
- Reservations cancelled 14-30 calendar days from the date of the tour will incur a 50% cancellation fee. Reservations cancelled less than 14 calendar days prior to tour will result in the forfeiture of all fees.

Initial: _____

Rules and Regulations

- Chino Youth Museum/City equipment and/or furnishings are not to be removed from the premises. Damage to Museum/City property is the applicant's responsibility. Damage to the property may result in (at the Chino Youth Museum's/City's discretion) billing for replacement or repair of equipment and/or forfeiture of the full fees.
- The applicant is responsible for the conduct of tour guests. The applicant and tour guests shall comply with all the federal, state and local laws, regulations, and ordinances. This includes, but is not limited to , consumption of illegal narcotics, gambling, disorderly behavior, etc. In the event the Police shut down the tour, the applicant's fees will be forfeited. If the Chino Police Department arrives more than two times, the event will be cancelled.
- All children should be adequately supervised by one or more adults in all areas of the facility. **Museum staff are NOT responsible for supervising children.**
- The Museum/City staff always reserve the right to full access of the facility at all times to ensure compliance with rules and regulations.
- The Museum/City is not responsible for lost or stolen articles.
- Accidents occurring on Museum/City property are to be reported to Museum staff immediately.
- Failure to comply with the facility tour rules and regulations may result in immediate termination of rental, loss of fees, and deposits paid.
- Shoes must be worn at all times.
- Tour does not include use of the Town Hall for food or drinks.

Initial: _____

Waiver

- A signed waiver is required from all guests who enter the facility.
- Waivers will be e-mailed to the e-mail address provided on the front of the application. It is the organization's responsibility to print out and provide waivers for every member of their group, including adults.
- Waivers are due day of tour.

Initial: _____

I have read the above and agree to the terms and conditions. I also agree to indemnify and hold harmless the Chino Youth Museum Board of Directors and the City of Chino and all of their employees, volunteers, and/or agents from all injuries, losses, damages, and liability occurring while at the Chino Youth Museum. I also agree to be photographed, and/or agree to have all tour participants be photographed and release use of the photographs for publicity in City of Chino and/or Chino Youth Museum publications and other information tools.

Applicant's Name: _____ Signature: _____ Date: _____

Office Use Only		
Tour Date: _____ Adults: _____ Children: _____	Application Fee Amount: _____ (Will be applied to tour total, barring any cancellations) Payment Type: Cash / Check / Credit / P.O.	Final Tour Payment: Taken By: _____ Date: _____ Tour Notes:
Total Price: _____ - Fee Amount: _____ Final Payment Price: _____	Fee Receipt #: _____ Staff Initial: _____ Date: _____	
(P.O. due 30 calendar days prior to tour date.)	Permit #: _____	