

Booking Policy and Procedures

GRADE LEVELS

- Pacific Marine Research offers the Marine Science Afloat™ field trip to grades 3-12, youth groups such as Girl Scouts and Boy Scouts, and other youth organizations. We can also accommodate adult groups and our trips provide a great teambuilding activity.

COST

- The cost is \$40 per participant for students and their chaperones. Please inquire about pricing for adult trips.
- Pacific Marine Research allows 1 adult (chaperone/teacher) for every ten students to accompany the trip at no charge. Additional adults chaperones are welcome to attend at a cost of \$40 per person. See table below.

# of students in attendance	# of free adults allowed
6-14	1
15-24	2
25-34	3
35-44	4
45-54	5
55-64	6
65-74	7
75-84	8
85-94	9

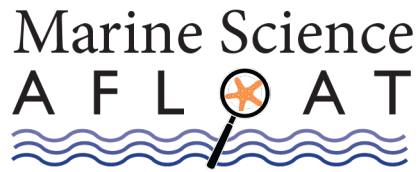
GROUP SIZE

- Pacific Marine Research recommends the following maximum group sizes to ensure the most interactive learning environment:

Grades 3-6	80
Grades 7-9	75
Grades 10-12	65

- A minimum of 65 paying participants are required per trip. We can accommodate a group with fewer than 65 paying participants only if:

- (1) the group agrees to pay for a minimum of 65 participants (\$2,600), or
- (2) we are able to add additional groups from other schools on the same trip. PMR makes every effort to find compatible age groups to combine.

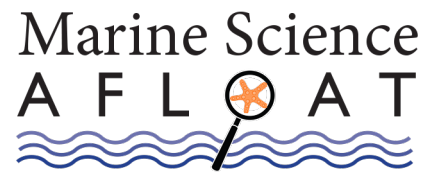


ARRIVAL AND CANCELLATION POLICY

- School groups are expected to arrive 15 minutes before the scheduled departure time. If a school group is going to be late in arriving, it is very important to contact 425-750-3406 in advance of arrival to allow the crew to plan adjustments.
- Departures are either from Bell Harbor Marine in downtown Seattle, Elliot Bay Marina in Magnolia, or Harbor Island Marina in West Seattle. The departure location will be confirmed prior to your trip.
- If your group discovers it cannot attend, please let us know as soon as possible. If we can rebook your date to another school we will return the deposit, otherwise the deposit will be forfeited.
- Pacific Marine Research reserves the right to cancel any trip that does not guarantee payment for 65 participants. We do not guarantee that we can find additional groups to combine with a group that does not have the minimum. In such cases, we may ask teachers to consider rescheduling.
- Trips are not cancelled due to rain or cold, please encourage your students to dress appropriately with layers. It is cold on the water and many of our activities occur outside.
- A trip in progress may be terminated if, in the judgment of the boat captain or Pacific Marine Research instructors, students are behaving in a manner that is irresponsible or endangering. In such an event, no refund will be given.

DEPOSITS AND PAYMENTS

- Trips are confirmed in December and January, unless otherwise communicated.
- Once confirmations are sent out, a deposit is required to secure your trip.
- If a purchase order is to be used, a copy must be received by Pacific Marine Research via e-mail at least seven days prior to the trip.
- Checks must be payable to Pacific Marine Research.
- Credit card payments are available for filed trip deposits, upon request.
- After the field trip, the school billing contact will be sent a final invoice, which can be paid by check or credit card. Payments will not be accepted on the boat on the day of the field trip.
- Groups in which individuals will be paying for themselves are encouraged to have one person collect the money in advance and present Pacific Marine Research with a single check.



- Please confirm your organization's insurance requirements so that we may provide any required documentation in a timely manner.