



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

### INTRODUCTION:

The Cape Town Science Centre 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 Cape Town Science Centre strives to be a fun, innovative place and offers learners an unforgettable experience.

### BOOKING PROCEDURE:

- In order to gain maximum benefit from the Cape Town Science Centre, **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 Portia at the Cape Town Science Centre by fax, email or in person. Only written bookings will be confirmed via an invoice from the Cape Town Science Centre.
- 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 is available to assist your group and needs.

### ENTRANCE FEES:

All groups larger than 10 qualify for a discounted group rate of R45 per person. This includes pre-school, school, student and adult groups, Normal fees are R50 per person. Additional adults: R15

### PAYMENT PROCEDURE:

- **A deposit relative to your group size is required within 5 days of booking.**
- Deposits are as follows
  - R450 for groups of 10 - 29
  - R1 350 for groups of 30 - 59
  - R2 700 for groups of 60+
- This may be paid into the Cape Town Science Centre's bank account. **A deposit slip verifying this payment must be faxed to 086 519 7227, for attention Portia once the payment is made.** Payment may also be made at the Cape Town Science Centre's Ticket Office during the Teacher's Pre-visit. (No cheques in the post, please)
- Booking will be confirmed once the proof of deposit has been received.

### CAPE TOWN SCIENCE CENTRE 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

Cheques should be made payable to the Interactive Science Foundation.

### SPECIAL ARRANGEMENTS:

- Deposit due within 5 days of booking. 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 Cape Town Science Centre by fax or email at least one week in advance in order to qualify for a refund.** Failing this, the Cape Town Science Centre will retain the deposit.
- If your group number increases or decreases by more than 5 learners, please contact Portia immediately to enable us to prepare for this.
- If you cannot arrive at the Cape Town Science Centre by 09:00 or you must leave prior to 12:00 because of travel arrangements, please make a note on the booking form.

### RULES WHEN VISITING THE CTSC:

Please plan to bring **one adult for every ten children** to supervise the group, who will not be charged an entry fee. Any additional adults are required to pay an admission fee of R15.

- Food, beverages and chewing gum are not permitted in the Science Centre, other than at designated areas.
- Educators/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 Cape Town Science Centre reserves the right to refuse admission to under-supervised groups of children.
- **Learners should leave their bags at school and must refrain from bringing valuables on their visit. Lunch packs can be stored in the group area.**
- **Please note that refreshments are available to purchase from iCafe in the CTSC**

**PLEASE COMPLETE THIS FORM**

- Fax to 086 519 7227
- Email to portia@ctsc.org.za

**FOR OFFICE USE ONLY:**

Invoice #: \_\_\_\_\_ Booking ref: \_\_\_\_\_

<b>TEACHER PRE-VISIT</b>	<b>Date:</b>		<b>Time: 15:00 - 16:00 (Monday - Friday only)</b>	
<b>PLEASE ARRIVE 15 MINUTES BEFORE THE START OF YOUR VISIT</b>				
<b>SCHOOL GROUP VISIT</b> Request time and date for school visit (select two dates): <b>Mon - Sat from 09:00</b>	<b>1<sup>st</sup> CHOICE</b> Date	Arrival time	Departure time	Break time
	<b>2<sup>nd</sup> CHOICE</b> Date	Arrival time	Departure time	Break time
<b>Name of school:</b>			<input type="checkbox"/> Public <input type="checkbox"/> Private	
<b>Metropole:</b>	<b>Suburb:</b>		<b>Municipality:</b>	
<b>TEACHER IN CHARGE</b>	<b>Name &amp; Surname:</b>		<b>Tel (code):</b>	
<b>Fax:</b>	<b>Cell:</b>	<b>Email:</b>		
<b>No of children in group:</b>	<b>No of accompanying adults:</b>		<b>Grade of group:</b>	
<b>Special needs (physically challenged/developmentally challenged):</b>				

**WORKSHOPS OFFERED AT THE CAPE TOWN SCIENCE CENTRE:**

Please tick one of these boxes if you are interested in any of our workshops.  
Refer to the 2016 Education Programme for the descriptions of the workshops.

Gr R	<input type="checkbox"/> Summer	<input type="checkbox"/> Shapes & colours	<input type="checkbox"/> Vegetables	<input type="checkbox"/> Sport
Gr 1	<input type="checkbox"/> Me	<input type="checkbox"/> My body	<input type="checkbox"/> Pets	<input type="checkbox"/> The sky at night
Gr 2	<input type="checkbox"/> What we need to live	<input type="checkbox"/> H <sup>2</sup> O Animals & creatures	<input type="checkbox"/> Road safety	<input type="checkbox"/> Our country
Gr 3	<input type="checkbox"/> Rights & responsibilities	<input type="checkbox"/> Recycling	<input type="checkbox"/> Space: earth & beyond	<input type="checkbox"/> Animals & creatures that help us
Gr 4	<input type="checkbox"/> Structure of animals	<input type="checkbox"/> Properties of materials	<input type="checkbox"/> Input and output of energy	<input type="checkbox"/> Our closest star
Gr 5	<input type="checkbox"/> Food chains	<input type="checkbox"/> Properties of metals	<input type="checkbox"/> Elastic & springs	<input type="checkbox"/> Soil types
Gr 6	<input type="checkbox"/> Different ecosystems	<input type="checkbox"/> Clean water	<input type="checkbox"/> Conductors & insulators	<input type="checkbox"/> Telescopes
Gr 7	<input type="checkbox"/> Sexual reproduction	<input type="checkbox"/> Periodic table	<input type="checkbox"/> Insulation & energy saving	<input type="checkbox"/> Indigenous knowledge
Gr 8	<input type="checkbox"/> Animal adaptations	<input type="checkbox"/> Chemical reactions	<input type="checkbox"/> Static electricity	<input type="checkbox"/> The solar system
Gr 9	<input type="checkbox"/> Systems in the human body	<input type="checkbox"/> Compounds	<input type="checkbox"/> Safety with electricity	<input type="checkbox"/> Lithosphere – the rock cycle

Gr 10	<input type="checkbox"/> Motion in one dimension	<input type="checkbox"/> Heating & cooling curve of water	<input type="checkbox"/> Electric circuits - resistance in series and parallel
	<input type="checkbox"/> Cation and anion tests	<input type="checkbox"/> Reaction types - gas forming, precipitation and neutralization	
Gr 11	<input type="checkbox"/> Ohm's law	<input type="checkbox"/> Newton's 2 <sup>nd</sup> law of motion	<input type="checkbox"/> Snell's law
	<input type="checkbox"/> Intermolecular forces	<input type="checkbox"/> Reaction rate	<input type="checkbox"/> Exothermic & endothermic reactions
Gr 12	<input type="checkbox"/> Titrations	<input type="checkbox"/> Esters	<input type="checkbox"/> Conservation of linear momentum
	<input type="checkbox"/> Boyle's law	<input type="checkbox"/> Value of "g"	<input type="checkbox"/> Equivalent resistance of series/parallel network of known resistors
<input type="checkbox"/> Determine the internal resistance of a battery			

**Other requested workshop:** \_\_\_\_\_

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

Signature – School principal \_\_\_\_\_ Date \_\_\_\_\_

Signature – Teacher in charge of visit \_\_\_\_\_ School stamp \_\_\_\_\_