



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

### INTRODUCTION:

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

### BOOKING PROCEDURE:

- In order to gain maximum benefit from the CTSC, **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 CTSC by fax, email or in person. Only written bookings will be confirmed via an invoice from the CTSC.
- 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 R50 per person. This includes pre-school, school, student and adult groups, Normal fees are R55 per person. Additional adults: R20

### PAYMENT PROCEDURE:

- **A deposit relative to your group size is required within 5 days of booking.**
- Deposits are as follows
  - R500 for groups of 10 - 29
  - R1 500 for groups of 30 - 59
  - R3 000 for groups of 60+
- This may be paid into the CTSC'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 CTSC's Ticket Office during the Teacher's Pre-visit. (No cheques in the post)
- 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 CTSC by fax or email at least one week in advance in order to qualify for a refund.** Failing this, the CTSC will retain the deposit.

#### Cancellation and Refund policies

A full refund of the deposit will be done if cancellation is done 7 days prior the visit date. After which only 25% of the deposit will be reimbursed if cancellation is within and up to 3 days of the visit. Should you bring less learners on the day, please note that you will not receive a refund for these learners. If you are bringing less learners than you booked for please let us know at least 24 hours prior to your visit.

### 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 R20.

- Food, beverages and chewing gum are not permitted in the CTSC, 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 CTSC 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>		Date:	Time: 15:00 - 16:00 (Monday - Friday only)	
PLEASE ARRIVE 15 MINUTES BEFORE THE START OF YOUR VISIT				
<b>SCHOOL GROUP VISIT</b> Request time and date for school visit (select two dates): Mon - Sat from 09:00	1 <sup>st</sup> CHOICE Date	Arrival time	Departure time	Break time
	2 <sup>nd</sup> CHOICE Date	Arrival time	Departure time	Break time
Name of school:			<input type="checkbox"/> Public <input type="checkbox"/> Private	
Metropole:	Suburb:	Municipality:		
<b>TEACHER IN CHARGE</b>	Name & Surname:		Tel (code):	
Fax:	Cell:	Email:		
No of children in group:	No of accompanying adults:		Grade of group:	
Special needs (physically challenged/developmentally challenged):				

**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 2017 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 \_\_\_\_\_