

# GUIDELINES ON BOOKING GROUP TOURS AT MUSEO PAMBATA

## booking & reservation procedure

1. Reservations for group tours (30 people and above) should be made **at least one month in advance**.
2. Reservations are accepted on a **first-come-first-served** basis. Phone bookings are tentative only; these will be confirmed upon payment of the reservation fee.
3. A reservation fee is required **one (1) week prior to the scheduled date**. Failure to pay will forfeit your schedule to give way to other schools/organizations.
4. **Reservation fees are non-refundable and non-transferable.** It is intended only for the specific date and tour slot by the tour agency/organization making the payment. The following fees shall be observed based on the numbers of persons per group:


NO. OF PERSONS	RESERVATION FEE
30 to 99	P 2,000.00
100-300	P 3,000.00
301-500	P 4,500.00
501 & above	P 5,000.00

5. **All payments should be made in cash.** Check payments are not accepted. Payments may also be made through bank: Banco de Oro (UN Avenue cor. J. Bocobo Branch) **Account Name:** Museo Pambata Foundation, Inc. **Account Number:** 2660191650. On the day of the tour, the group is requested to bring with them the original deposit slip with the group's name and tour time.
6. A **5% discount** will be given to tour groups with 30 persons or more. The discount may be claimed by the person in charge of payment (representing tour operator/school).
7. **Bookings cancelled due to unavoidable circumstances may be rescheduled** within a month, provided that there is a vacant slot.

## tour policies

1. Bags, food and beverages should be left in their respective buses.
2. Teachers, tour guides and museum workers should present their school/company ID to avail of free entrance to the museum. **No ID, no free entrance.**
3. Tour groups are requested to arrive 10 minutes before their schedule. A 15-minute grace period will be given to late comers. After the grace period, the booked time slot will be shortened. The management reserves the right to refuse admission especially during heavy bookings/tours.
4. The Management reserves the right to admit unbooked tour groups depending on the availability of theme rooms.
5. Tour groups shall follow the museum traffic route and schedule. Please notify the Admissions Officer and/or Head Guide for any necessary adjustments.
6. Teachers, parents and tour guides should accompany their respective classes/groups and coordinate with the museum guide to maintain order and discipline inside the museum.
7. Tour groups will only be admitted on their scheduled time slot.

DATE OF TOUR: \_\_\_\_\_ TIME SLOT: \_\_\_\_\_  
 RESERVED PAX: \_\_\_\_\_ COORDINATOR: \_\_\_\_\_  
 RESERVED BY: \_\_\_\_\_

 **Museo Pambata Foundation Inc.**  
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**Tuesday to Saturday**  
 8 am to 5 pm (August to March)  
 9 am to 5 pm (April to July)  
**Sundays** - 1 to 5 pm  
 The museum is closed on Mondays and official holidays.



**Children and Adults:** P 100  
**Manila Residents:** - Free on Tuesdays and 50% off on all other days  
**Teachers, Tour Guides & Museum Workers w/ valid ID** - Free

## RESERVATION SLIP

(TO BE FILLED UP BY THE TOUR COORDINATOR)

SCHOOL/INSTITUTION:
ADDRESS:
TOUR COORDINATOR:
CONTACT NUMBER/S:
DATE OF TOUR:
NUMBER OF PAX:

August to March TIME SLOTS	April to July TIME SLOTS:
<input type="checkbox"/> 8:00 AM - 9:30 AM	<input type="checkbox"/> 9:00 AM - 10:30 AM
<input type="checkbox"/> 9:30 AM - 11:00 AM	<input type="checkbox"/> 10:30 AM - 12:00 NN
<input type="checkbox"/> 11:00 AM - 12:30 PM	<input type="checkbox"/> 12:00 NN - 1:30 PM
<input type="checkbox"/> 12:30 PM - 2:00 PM	<input type="checkbox"/> 1:30 PM - 3:00 PM
<input type="checkbox"/> 2:00 PM - 3:30 PM	<input type="checkbox"/> 3:00 PM - 4:30 PM
<input type="checkbox"/> 3:30 PM - 4:30 PM	

DATE OF RESERVATION: \_\_\_\_\_  
 RESERVED BY: \_\_\_\_\_  
 DOWNPAYMENT: P \_\_\_\_\_  
 COORDINATOR'S SIGNATURE: \_\_\_\_\_

