

FIELD TRIP AND GROUP TOUR RESERVATION GUIDELINES AND POLICIES

Please read all the information provided here before booking your group Field Trip.

Groups are comprised of a minimum of 10 children or adults.

Gallery space is limited to 25 at a time, so larger groups will be split into groups of 25 or less.

Field Trips may be scheduled Tuesday-Friday by completing the online Registration form.

Contact the Hollywood Art and Culture Center by calling 954. 921. 3274 or email [**groups@artandculturecenter.org**](mailto:groups@artandculturecenter.org) with any questions or further information.

Payment Policy and Admission

- We urge groups to book their visit in advance to secure preferred dates. Please note that the demand for advance group reservations is high. Admission is based on a first-come basis. Walk in tours are not possible.
- The group tour rate is \$6 and includes a guided tour and an interactive art activity.
- One chaperone per 15 children is required for ages 13 and under and one for every 25 youth 14 and up. Additional chaperones will be charged the group rate.
- A 50% deposit must be received by the Center within seven (7) days of booking to guarantee your tour date..
- Your organization will be sent an invoice for the deposit and balance of the booking.
- Final payment and final head count are due before or on arrival at the Center.
- The total group count must be reported to the Center at least two (2) days in advance of the visit to adjust the balance

- Purchase orders are NOT accepted as payment. Accepted forms of payment are cash, company check, or credit card.
Checks are to be payable to:
Hollywood Art and Culture Center
1650 Harrison Street
Hollywood, FL 33020
Attn: Group Tours
- Deposits will be refunded if canceled a minimum of seven (7) days prior to the tour date. The Center will retain a \$25 cancellation fee, which may be applied to a future visit within the exhibition timeline.
- Rescheduling is not guaranteed and subject to availability.
- No refunds will be made for no-shows the day of visit.

Check-in

- All buses should let off guests in front of the Center or East parking lot for drop off. Buses must remain in the designated parking location with motors turned off. The driver must remain on premises for the duration of the trip.
- A Center staff greeter will meet your group on the bus upon arrival to explain all guidelines for your visit.
- Provide the final guest count in your group. Final payment will be made if not already completed in advance.
- If exceeding 25 people, attendees will be divided into additional groups for admission into the Center Galleries and arts activity area.
- Please have everyone leave all backpacks, outer clothing (such as jackets), and lunch containers on the bus.
- Groups are required to arrive at least 15 minutes prior to their reserved tour time. If your group is running late, call the Center at 954. 921. 3274. Late arrivals may not be admitted depending on arrival and other scheduled bookings, and may be rescheduled per the Center's discretion. If the booking is canceled due to a tardy arrival, no refunds will be given.

Lunch

No food, drinks, chewing gum, candy, or bags will be permitted into the Center. The Center does not have picnic or cafeteria facilities on site.

The ArtsPark at Young Circle across the street from the Center provides a great outdoor area for picnicking.

Downtown Hollywood has many restaurants and cafes, and is just a block from the Center.