

**SAN FRANCISCO BAY FERRY – VALLEJO SCHOOL GROUP REQUEST FORM Attention: Group Sales /
 289 Mare Island Way / Vallejo, California 94590 Office Phone Number for Assistance (707) 643-3779
 Email: Vallejotickets@blueandgoldfleet.com Fax Number: 707-649-3471**

CONTACT NAME: _____ PHONE: _____ FAX: _____ EMAIL: _____

ORGANIZATION: _____ ADDRESS: _____

Secondary Contact Name: _____ SECONDARY PHONE: _____

NAME OF SCHOOL:		How did you hear about us (circle one):		TOTAL NUMBER OF TICKETS : _____ TOTAL COST * : _____ SPECIAL INSTRUCTIONS (see next page)			
GRADE(S):		Internet <input type="checkbox"/> Friend <input type="checkbox"/> Travel Agency <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper <input type="checkbox"/> Magazine <input type="checkbox"/> Direct Mail <input type="checkbox"/>					
Morning Commute before 10am (subject to availability) <input type="checkbox"/>	Weekday <input type="checkbox"/>	Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/>	<input type="checkbox"/> One Way Vallejo to SF <input type="checkbox"/> One Way SF to Vallejo	SAME DAY Roundtrip <input type="checkbox"/> DIFFERENT DAY Roundtrip <input type="checkbox"/> Date of Travel: _____ Time preferred (depart/return) _____	Adult <input type="checkbox"/> Children <input type="checkbox"/> # of EACH: _____ _____	<input type="checkbox"/> <input type="checkbox"/>	Service Animals <input type="checkbox"/> # _____ Wheelchairs <input type="checkbox"/> # _____
Middy Departures between 10am and 1pm <input type="checkbox"/>							
Afternoon/Evening Departures after 2pm <input type="checkbox"/>	Weekend <input type="checkbox"/>						

*Note: One way rate for all travelers (including students, staff, parents, chaperones, and teachers) is **\$4.60 per traveler.**

SIGNATURE /DATE OF REQUESTING PARTY:

Date/Time Submitted	_____
Date/Time Received	_____
Date/Time Completed	_____

SCHOOL GROUP REQUEST NUMBER: _____

SAN FRANCISCO BAY FERRY – VALLEJO SCHOOL GROUP REQUEST FORM Attention: Group Sales /
289 Mare Island Way / Vallejo, California 94590 Office Phone Number for Assistance (707) 643-3779
Email: Vallejotickets@blueandgoldfleet.com Fax Number: 707-649-3471

PAYMENT (YOUR REGISTRATION CANNOT BE PROCESSED WITHOUT FULL PAYMENT) <input type="checkbox"/> Cash <input type="checkbox"/> Check No.: _____ <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa If paying by credit card, a representative will call you to retrieve information for processing payment. Please do not list credit card information on this form. Thank you. _____	SPECIAL INSTRUCTIONS
---	-----------------------------

If paying by check, mail to the following address with copy of approved form:

SF Bay Ferry Attn: Group Sales, 289 Mare Island Way / Vallejo, California 94590

AUTHORIZATION OF SCHOOL GROUP REQUEST

NOTE: Authorization of group travel does not constitute a guarantee that travel will be completed by ferry. San Francisco Bay Ferry Management reserves the right to substitute mode of travel in the event of mechanical failure, medical emergency, cancellation and/or change in Marine Security level as dictated by the US Coast Guard.

SF BAY FERRY – VALLEJO OPERATIONS MANAGER INITIALS

VFT TICKET OFFICE SUPERVISOR

ASSISTANT SFBF – VALLEJO OPERATIONS MANAGER INITIALS

SCHOOL GROUP REQUEST NUMBER: _____

IMPORTANT TERMS & CONDITIONS

**PLEASE NOTE SAN FRANCISCO BAY FERRY REQUIRES A MINIMUM OF 3 Business Days NOTICE FOR GROUPS OF 15 OR MORE SCHOOL GROUPS THAT INCLUDES CHILDREN (<18 YEARS OLD)
MUST HAVE ADULT CHAPERONES (age >18) AT A MAXIMUM RATIO OF 4:1
(e.g., 12 CHILDREN MUST HAVE A MINIMUM OF THREE (3) ADULTS TRAVELING ON ALL LEGS OF TRANSIT)
Any Cancellation by Group is subject to a fee equal to 10% of total ticket price charged.**

San Francisco Bay Ferry School Group Guidelines

Please read and acknowledge the guidelines below. By signing, you agree to adhere to these guidelines while attending a SF Bay Ferry School Group excursion. School Groups that do not adhere to the guidelines are subject to disapproval of future School Group requests. Thank you for your cooperation.

- San Francisco Bay Ferry serves one (1) pre-approved School Group at the reduced rate per sailing.
- School Groups with students under the age of 18 will have 1 chaperon for every 4 students.
- Chaperons will ensure that students adhere to the onboard safety announcements.
- San Francisco Bay Ferry is a public transportation service and therefore boards ticketed customers on a first come first served basis.
- San Francisco Bay Ferry maintains zero tolerance for line cutting under any circumstances. There is no preferred line placement even if School Group participants arrive to the boarding line at different times. If some of your participants arrive later to the boarding line than others, the participants who arrived first may get out of line and join the latter at the end of the line, but the late comers may not join the ones who were in line first.

I understand that by signing, I agree to follow the guidelines above or I may forfeit my eligibility to receive the reduced School Group rate in the future.

School Group Coordinator _____