

**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 FAX: 707-562-5075**  
**Email Address: vallejetickets@blueandgoldfleet.com**

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_ SECONDARY PHONE: \_\_\_\_\_

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

\*Note: One way rate for all travelers (including students, staff, parents, chaperones, and teachers) is **\$4.70 per traveler.**

SIGNATURE /DATE OF REQUESTING PARTY:  
 \_\_\_\_\_

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

SCHOOL GROUP REQUEST NUMBER: \_\_\_\_\_

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<p><b>PAYMENT</b> (YOUR REGISTRATION CANNOT BE PROCESSED WITHOUT FULL PAYMENT)</p> <p><input type="checkbox"/> Cash                      <input type="checkbox"/> Check No.: _____</p> <p><input type="checkbox"/> MasterCard              <input type="checkbox"/> Visa</p> <p>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.</p> <p>_____</p>	<p><b>SPECIAL INSTRUCTIONS</b></p>
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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 initialing and 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, please read and initial each line item below.

- \_\_\_\_\_ 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 strict first come, first served, basis.
- \_\_\_\_\_ San Francisco Bay Ferry maintains zero tolerance for line cutting under any circumstances. We do not allow holding a place in line 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.

\_\_\_\_\_  
Signature School Group Requestor

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Date of Travel