

San Francisco Bay Ferry - Group Reservation Request Form



Submitting Form by Mail OR Email

- Via mail, submit form to: **WETA Group Sales, Pier 9, Suite 111, The Embarcadero, San Francisco, CA 94111**
- Via email, submit form to: **regan@watertransit.org**
- Please make sure we receive this form at least 10 business days prior to your desired trip date.
- Do not include any type of payment with this form. Upon receiving this form, a Group Sales Representative will reach out to you to discuss your desired itinerary and payment details further.

Group Information

Group/School/Organization Name: _____

Primary Contact Name: _____ Primary Contact Phone: _____

Primary Contact Email: _____ Grade(s) (if school): _____

Secondary Contact Name: _____ Secondary Contact Phone: _____

Secondary Contact Email (optional): _____

Estimated Number of Adults: _____ Estimated Number of Children: _____ Number of Mobility Devices: _____

Children 4 years and under (if applicable): _____ Number of Service Animals (if applicable): _____

Trip Information

Desired Route of Travel (check one):

- | | | |
|--|--|--|
| <input type="checkbox"/> VALLEJO | <input type="checkbox"/> SOUTH SAN FRANCISCO | <input type="checkbox"/> ALAMEDA SEAPLANE |
| <input type="checkbox"/> ALAMEDA SHORT HOP | <input type="checkbox"/> OAKLAND & ALAMEDA | <input type="checkbox"/> PIER 41 SHORT HOP |
| <input type="checkbox"/> RICHMOND | <input type="checkbox"/> HARBOR BAY | <input type="checkbox"/> UNSURE OF ROUTE |

Trip Type (check one): ONE-WAY ROUND-TRIP

Desired Date Travel: _____

Desired Time of Travel (if round trip, select all that apply: *If your departing trip leaves in the morning and your return trip occurs in the afternoon, you will mark 'morning' AND 'afternoon/evening'.*)

- Morning (before 10 am) Midday (between 10am and 2pm) Afternoon/Evening (after 2pm)

Preferred Origin Departure Time: (*This is the time you'd like to depart on the ferry*): _____

Preferred Return Departure Time: (*This is the time you'd like to return on the ferry*): _____

Payment Information How will you pay? (check one):

- CASH CARD CHECK

Calculating your rate:

Group Reservation Discounted Fares differ between each route. Please visit our Group Reservations page on our website to calculate your group's fare. (All group discounted fares are presented as one-way rates).

San Francisco Bay Ferry Group Reservation Guidelines



Please read and acknowledge the guidelines below. By signing below, you agree to adhere to these guidelines while attending a San Francisco Bay Ferry group excursion. Groups that do not adhere to the guidelines are subject to denial of future group requests.

- San Francisco Bay Ferry requires a minimum of 10 business days to process a reservation. Please submit this form at least 10 business days from your desired trip date.
- There must be at least one adult for every four children in a group.
- Group tickets will only be honored on the designated day(s) of travel.
- Chaperones will ensure that students adhere to all safety announcements given by the crew both onboard the vessel and while within terminal areas.
- San Francisco Bay Ferry maintains zero tolerance for line cutting under any circumstances. We do not allow holding a place in line even if 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 later comers may not join the ones who were in line first.
- 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 or cancel travel in the event of mechanical failure, medical emergency, cancellation and/or change in Marine Security level as dictated by the US Coast Guard.
- Upon receipt of a group reservation request via this form, San Francisco Bay Ferry reserves the right to either approve or deny the reservation based on group specifications, vessel limitations, time of travel, or any other constraints that San Francisco Bay Ferry deems impactful to service. In the event of either, a representative will reach out to discuss group reservation further OR alternative options.

I understand that by signing below, I agree to follow the guidelines above or I may forfeit my eligibility to receive the Reduced Group Rate and/or approval of group travel requests in the future.

_____ Today's Date: _____

Group Rate Authorization

– DO NOT WRITE IN THIS BOX / FOR OFFICIAL USE ONLY –

APPROVED: _____ DENIED: _____

Operations Initials: _____ Ticket Office Initials: _____

Comments: