

Scout Workshop Visit Payment and Cancellation Policies

Payment

Enrichment Options

- Full payment is due 14 days before the scheduled date of your group's visit.
- Payment can be made by credit card or check.

Credit card payments can be made over the phone at 773-755-5179, Monday through Friday. Checks should be mailed to Peggy Notebaert Nature Museum, Attn: Registration Office, 2430 N. Cannon Drive, Chicago, Illinois 60614.

Changing Scout Workshop Visit Plans

In order for the Museum to properly plan for all interested groups, a one-time change may be made to the following:

- Date and Time (Rescheduling visit)
- Enrichment Options

These changes can be made up to 14 days in advance of your field trip date, based upon availability.

- Any request to reschedule within 14 days of the field trip date will be considered a cancellation. To request a new date, a new request must be submitted.
- All changes must be requested via e-mail at groups@naturemuseum.org. Changes will NOT be accepted by phone.

Cancellation

- All cancellations must be submitted in writing to: cancel@naturemuseum.org
- To receive a 100% refund, cancellations must be submitted at least 14 days prior to your scheduled visit.
- No refund will be issued for cancellations less than 14 days before the scheduled visit.
- Refunds will not be given for programs cancelled due to a group's late arrival.
- If your group is unable to travel to the Museum due to extreme weather conditions, please call us at 773-755-5179 as soon as possible. We will make every effort to reschedule your visit, based on availability.