



WonderTrek on Wheels Booking and Payment Policy

We're excited to bring WonderTrek on Wheels to your school, nonprofit, organization, or community event! To help things run smoothly, please review the following policy before booking.

Booking

- All WonderTrek on Wheels events are booked through the **Program Request** form located on the events page on our website.
 - [WonderTrek Program Request Form](#)
- You may also contact our Visitor Experience Director, **Aimee Tagtmeier**, directly at aimee@wondertrekmuseum.org for booking assistance.
- Bookings should be made at least **one month in advance** to allow for scheduling and preparation. **Summer events often fill months in advance, so we recommend booking early.**
- Last-minute bookings may be accommodated depending on availability.
- Event date and time requests are filled on a **first-come, first-served basis.**

Booking Fees

Rates vary based on event length and organization type. All prices are in USD.

Hours	Nonprofit/Gov't/School	Business/Private Party
2	\$350	\$550
3	\$400	\$600
4	\$450	\$650
5	\$500	\$700
6	\$550	\$750
7	\$600	\$800

8	\$650	\$850
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Payment

- **Full payment** is required to secure your booking date. Bookings are not confirmed until payment has been received.
- Accepted payment methods include: **credit card, PayPal invoicing, or check** (mailed after receiving your invoice).
- Please notify the Visitor Experience Director of your chosen payment method when submitting your event request.
- Checks should be made payable to **WonderTrek Children’s Museum** and mailed to: 1001 Kingwood St, STE 118, Brainerd, MN 56401.
- For approved organizations, invoicing may be arranged.

Refunds, Cancellations, & Rescheduling

- Refunds are only issued if WonderTrek cancels the event.
- If you need to **reschedule**, please contact us at least **7 days in advance**; rescheduling requests are subject to availability.
- Cancellations made by the booking party will not be refunded, but a credit may be applied toward a future event at WonderTrek’s discretion. Should the booking party cancel, no refund will be issued; however, WonderTrek may, at its discretion, apply a credit towards a future event.
- In the event of **severe weather** or other unforeseen circumstances, WonderTrek may reschedule the event for a mutually agreed-upon date.

Travel & Location Requirements

- Events within region five counties (Cass, Crow Wing, Morrison, Todd, Wadena) are included in the standard booking fee. Additional travel fees may apply for locations outside of region five.
- The event location must have safe, accessible space for set-up, and parking for the WonderTrek truck and trailer.
- While we strive to provide play experiences in all weather, year-round, outdoor events should have an alternate indoor or covered space available in case of severe weather.

Event Duration & Set-Up

- Base fees for WonderTrek on Wheels events include two hours of play time..

- The maximum event time is eight hours.
- Our team will arrive **45-60 minutes prior** to the scheduled start time for set-up.
- Please ensure the event area is ready upon our arrival.

Supervision & Safety

- A responsible adult representative from your organization must be available for contact throughout the **entire duration** of the event. Please provide a contact person and phone number when booking your event.
- WonderTrek reserves the right to end activities early if unsafe conditions arise..

Scholarships

- Nonprofits, schools, and government agencies may request a scholarship when booking by checking the **Scholarship Request** box on the booking form.
- Scholarships are awarded at the discretion of WonderTrek Children's Museum.
- Requesting a scholarship does **not** guarantee it will be granted.
- Applicants will be notified of scholarship decisions within **10 business days** of submission.
- Partial scholarships may be awarded based on available funding.

Questions?

We're here to help make your event fun, memorable, and easy to plan!
Contact **Aimee Tagtmeier** at **aimee@wondertrekmuseum.org** for booking assistance or questions about this policy.