



## City of Grosse Pointe Woods Parks and Recreation

### **POLAR EXPRESS REGISTRATION INSTRUCTIONS**

1. Registrations will not be accepted prior to November 1.
2. The registration fee is \$4 per person.
3. Registration form AND payment is due by **December 4, 2010**. Reservations will not be taken over the phone.
4. Forms can be turned in at the Community Center, in the drop box in front of City Hall, or by mail at City of Grosse Pointe Woods, ATTN: POLAR EXPRESS, 20025 Mack Plaza, GPW, MI 48236.
5. If forms are not complete or are incorrectly filled out, we may be unable to process your registration.
6. Registration forms will be processed in the order received. Confirmation receipts and tickets will be mailed based on availability. Please do not make arrangements until you've received a receipt showing which date you've been assigned. Times will be assigned as buses fill. Please note the starting time on the ticket.
7. The entire event will take place at the Community Center, adjacent to City Hall.
8. Registration will not be accepted the day of the event.
9. Checks should be made out to the **City of GPW**.
10. If you'd like to ride on the same bus as another family, please mail all of the registration forms together in one envelope. Buses hold 18 people each.
11. Children 2 and under can ride on an adult's lap, but will still need a ticket to board the bus.
12. Buses are exempt from child safety seat regulations; however, if you choose to bring a car seat, please arrive 15 minutes early to install it in the bus. Buses are equipped with seat belts.
13. If you have more than 12 people in your group, please attach an additional registration form.
14. Only one form of payment can be accepted with each registration form.

