

Terms and Conditions

Upon finalizing a BurkeMobile reservation, the client agrees they have read and agreed to the terms below. It is the sole responsibility of the client to share these terms and conditions with all parties involved in the payment, coordination, or scheduling of their BurkeMobile program.

Payment Options

Payment information, including the client's intended form of payment (credit card, check, or purchase order), must be entered via the online portal in order to finalize a BurkeMobile reservation. Payment via credit card is offered via the portal and must be received no later than the date of the scheduled program. Payment via purchase order or check is available to educational institutions; qualifying organizations must submit a valid purchase order number or check to the Burke Museum on or before the date of the schedule program. If multiple programs are booked for varying dates, payment is due by the date of the last scheduled program.

Balances not cleared within 30 days from the date of the scheduled program will be considered a non-payment. Excessive unpaid balances will affect the client and associated organization's ability to book future programs provided by the Burke Museum.

Program Logistics

Reservations for BurkeMobile programs must be made no less than three weeks in advance. Upon finalizing a BurkeMobile reservation, pre-visit documents will be provided to ensure that individuals, organizations, or schools are able to successfully host BurkeMobile programming. One week prior to the date of the scheduled program, a Burke educator will reach out to the client to confirm program times and logistical details.

On the date of the program, at least one staff member or adult from the hosting school or organization must be present while youth are participating in scheduled programming. The hosting school or organization will also provide a space and equipment as specified in the provided pre-visit documents. Required spaces and equipment needs vary by program.

Please note that providing a space that does not meet BurkeMobile program qualifications may disqualify the client from receiving said program. Refunds cannot be given in this case, but an attempt to reschedule said program will be provided to the client.

Rescheduling & Cancellations

Cancellations must be made a minimum of two weeks before the scheduled program date to receive a full refund. Clients with cancellations made with less than two weeks' notice will still be charged the full program fee. Efforts will be made to reschedule any programs cancelled with less than two weeks' notice if requested by the client, but refunds cannot be offered. Programs may only be rescheduled for dates three weeks in advance or later.

It is the responsibility of the client to contact the Burke Museum: Education Department if the need to cancel or reschedule a program occurs. Please call the Education office at 206.543.5591 or email burked@uw.edu.