



JOHN GILMORE RILEY  
CENTER/MUSEUM OF AFRICAN  
AMERICAN HISTORY AND CULTURE

**RILEY MUSEUM ADDRESS:**

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## Tour Reservation Form

Date (s) of Tour: \_\_\_\_\_ Time (s) of Tour: \_\_\_\_\_ a.m. /p.m.

Tour Group Name: \_\_\_\_\_ (e.g., “\_\_\_\_\_ School 2<sup>nd</sup> graders”)

Telephone Contact (s) Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

### Admission: \$5 Adults & Children | \$2 Leon County Public School Students

Number of Adults & Children: \_\_\_\_\_ x \$5 = \$\_\_\_\_\_.

Number of LCS Students: \_\_\_\_\_ x \$2 = \$\_\_\_\_\_.

Total number in your party: \_\_\_\_\_ Total Cost: \$\_\_\_\_\_.

**Please note:** *We can only accommodate 25 people inside the museum at one time. Chaperones (parents or teachers) must accompany any children remaining outside while others are touring inside. A deposit of 20% of the total cost, or \$50, (whichever is less) and this form are due no later than 10 days before your tour date. If you do not send the deposit on time, we cannot hold your reservation. If you cancel your tour less than 48 hours (2 days) in advance, you will lose your deposit. By signing below, you are agreeing to accept these conditions. Sorry, but we cannot honor unsigned reservation forms.*

\*\*\* For a customized riding tour, the organization must provide its own transportation and we will provide a step on guide for the tour. The cost is \$100.00 per hour.

Tour Leaders Signature: \_\_\_\_\_ Total Deposit: \$\_\_\_\_\_

**We look forward to seeing you! – Riley Museum Staff**

### Group Tour Checklist (Museum use only)

Deposit must be here by: \_\_\_/\_\_\_/\_\_\_ Deposit received: \_\_\_/\_\_\_/\_\_\_

Entered in Logbook by (name): \_\_\_\_\_

Number in Tour Group: \_\_\_\_\_ Docent: \_\_\_\_\_ Notified: \_\_\_/\_\_\_/\_\_\_

Total Cost minus Deposit= Amount Due at completion of Tour: \$\_\_\_\_\_.