Tour Reservation Form

Date (s) of Tour: ________________ Time (s) of Tour: ________ a.m. / p.m.

Tour Group Name: ____________________________________________ (e.g., “___ School 2nd 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: $_______.___