



### **Docent Led/Self Guided Group Tour Policy**

Reservations are required in advance to enjoy a group discount rate. A final group count is due 48 hours in advance. Payment in full is required upon arrival.

Due to Museum visitation, there may be times when a large group cannot be accommodated **without prior arrangements.**

A minimum of ten paid guests are required to receive The Mariners' Museum group rate. No other discount, coupon, or offer can be combined with the group rate. If your numbers fall below ten, you will be charged regular Museum admission.

Accepted methods of payment are cash, check, MasterCard, Visa or American Express. **Individual payments cannot be accepted.**

**A 25% cancellation fee will be charged for groups canceling within 5 days of their visit. No-shows will incur an additional cancellation fee of \$100.**

The Museum has free, on-site parking and can accommodate motor coaches.

Arrangements can be made in advance for boxed lunches by contacting the Reservations Coordinator. Orders must be submitted 10 business days prior to your tour date.

**The Group Tour Policy must be signed and returned within 5 business days of receipt to confirm your tour.**

If you have any questions, please call the Reservations Coordinator at (757) 591-7745 or e-mail [aruhl@marinersmuseum.org](mailto:aruhl@marinersmuseum.org).

**\*I agree to the above policy and understand I will be charged a cancellation fee if I do not cancel my tour within a 5 day time frame. I also understand that a no-show results in an additional fee.**

\_\_\_\_\_  
Group Name

\_\_\_\_\_  
Date of visit

\*

\_\_\_\_\_  
Tour Operator/Receptive/Group Leader  
Signature

\_\_\_\_\_  
Date

*Please keep a copy of this Policy for your records.*