TOUR REQUEST

Today's Date _____

GROUNDS: _____ **HERITAGE HOUSE:** _____ **MUSEUM:** _____

DATE REQUESTED: _____ **TIME:** _____

 # OF CHILDREN: _____ **AGE LEVEL:** _____

 # OF ADULTS: _____ **TOTAL # IN GROUP:** _____

NAME OF GROUP: _____

CONTACT PERSON: _____

ADDRESS: _____

_____

PHONE # (S): _____ **FAX # (S):** _____

FEES (IF APPLICABLE): _____

SPECIAL CONSIDERATIONS: _____

WILL THEY BE HAVING LUNCH ON THE GROUNDS? **Yes** **No**

****

FOR ARBORETUM OFFICE USE ONLY

REQUEST TAKEN BY: _____

EMAIL REQUEST TO: _____ Grounds
_____ H. H.
_____ Museum

GROUNDS FAX SENT TO KIM: _____ **DATE LIABILITY SENT:** _____
H.H. COPIES MAILED TO BEN/JOYCE: _____ **LIABILITY RECEIVED:** _____
H.H. COPY PUT IN MARK'S BOX: _____ **CONFIRMATION SENT:** _____

DATE CANCELLATION REQUESTED : _____ **TAKEN BY:** _____

***NOTES:**