

**GUIDED TOUR REQUEST FORM**

Group Organization: \_\_\_\_\_

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

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

Contact Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

EMAIL: \_\_\_\_\_

Cell Phone Number Day of Tour \_\_\_\_\_ (Absolutely Mandatory)

Preferred Date/Time: \_\_\_\_\_

Second Option Date/Time \_\_\_\_\_

Third Option Date/Time: \_\_\_\_\_

How long do you have for Tour: \_\_\_\_\_ Hours (Usually ½-1 Hours)

Number of People in Tour: Adults \_\_\_\_\_ Youth under 18 \_\_\_\_\_

Do you want to Tour the City Council? Yes \_\_\_\_\_ No \_\_\_\_\_

Other Information:

All groups must arrive here promptly 5-10 minutes prior to scheduled tour time or the tour may need to be shortened or rescheduled.

Due to the Mayor's constantly changing schedule, her presence during the tour is not guaranteed. The Mayor's Office is a working office and therefore is not always open for tours.

Tours of over 30 people will be split into two groups. Groups of 20 children must have 2 adults. The City Council does not provide tours on Tuesdays due to their public meetings. Late April and the month of May are the busiest tour times. If possible, try to schedule your tour at another time of the year.

Return this form to:

Terri Blackburn  
Receptionist

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