Tour Request Form

ALL GROUP TOUR GUIDELINES – Please read thoroughly and initial each item. TOUR REQUEST FORM WILL BE RETURNED IF NOT COMPLETED.

• All groups of 10 or more are required to reserve a group tour no later than 2 weeks in advance. Group tours will NOT be scheduled if tour request form is not returned or incomplete.
• Tours are only available during museum hours. No group tours are available on Mondays.
• All group tours arriving 1 hour later than their reserved time must reschedule.
• For any special accommodations, please contact Education Department.
• If the majority attending this tour are non-English speakers, please contact the Education Department to ensure the best experience for your group.

K-12 SCHOOL/YOUTH GROUP TOURS ONLY
• K-12 School/Youth Groups may begin no earlier than 10:00 a.m. Tuesdays thru Fridays only.
• K-12 School/Youth Groups will only be granted entrance into the museum at their contracted time.
• K-12 School/Youth Groups must provide 1 adult chaperone per 10 students; chaperones & teachers are admitted free for up to 10 adults.
• K-12 School/Youth Group maximum size dependent upon exhibition, contact Education Department for more information.
• K-12 School/Youth Groups may have lunch in the museum courtyard, but are responsible for their clean-up

Organization/ School: ________________________________________________________

Contact Person: ______________________________________________________________

Telephone: ___________________________________________________________________

Fax: _________________________________________________________________________

Email: ______________________________________________________________________

Address: ____________________________________________________________________

City: __________________________ State: ___________ Zip: ___________

Date of Tour: _______________ Time of Event: ____________________

Number of visitors: ________________

Tour Prices:
<table>
<thead>
<tr>
<th>ADULTS</th>
<th>STUDENTS, SENIOR CITIZENS &amp; CHILDREN (12 years &amp; under)</th>
<th>ADDITIONAL WORKSHOP / ART ACTIVITY (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10.00 per person per tour</td>
<td>$5.00 per person</td>
<td>$4.00 per person</td>
</tr>
</tbody>
</table>

Please note that all tours require an additional booking fee of $60. This flat rate confirms your tour date and guide. MOCA Education Department will provide payment processing options upon receipt of the request form.

Total Fee: ________________________ (see above chart x number of people)

• Check here if Fee is Waived (CULTURAL PASSPORTS TOURS ONLY)

Signature of Contact: ________________________________ Date: __________________

Sign & fax the tour request form to:
MOCA 305-891-1472 or send via email to education@mocanomi.org