

Group Reservation Form

Please note the following information:

Groups consist of ten or more individuals. A \$100 nonrefundable deposit is required to reserve a group at the Freedom Center. The deposit goes towards the cost of your admission. Reservations must be made at least two weeks prior to your visit to receive the group rate. Groups who schedule less than two weeks in advance will receive the walk-up group rate.

Contact Information

Company/Organization _____
Contact Person _____
Address _____
City, State, Zip _____
Phone _____ Fax _____
E-mail Address _____

Billing Information

(If different from above)

Company/Organization _____
Contact Person _____
Address _____
City, State, Zip _____
Phone _____ Fax _____

Self-Guided Group Tours

- Reservations must be made at least two weeks prior to your visit for the group rate. Groups who schedule less than two weeks in advance will receive the walk-up group rate.
- All tours are self-guided unless special arrangements are made prior to your visit.
- Please select self-guided tour if you are not interested in a guided tour.

Self-Guided Tour

Guided Group Tours

- Guided tours are available upon a first-come, first-serve basis. **Guided tours are never guaranteed.** Guided tours depend on the number of available docents.
- Reservations must be made at least two weeks prior to your visit.
- All guided tours last a minimum of ninety minutes to two hours. Guided tours are offered Tuesday through Saturday from 10:00 a.m. to 5:00 p.m., depending on availability.
- Please select the guided tour that best fits your group.

Highlights Tour

Faith to Freedom Tour

Guidelines

- The Freedom Center is open Tuesday through Saturday from 10:00 a.m. to 5:00 p.m. The Freedom Center is closed on Sunday and Monday.
- **Guided tours are never guaranteed.**
- Groups can not pay separately. You will not receive the group rate if you pay separately.
- Flash photography is prohibited within the Freedom Center. You must turn the flash off.
- **Payment in full and final head-count must be received two weeks prior to your visit. The Freedom Center reserves the right to cancel your reservation if payment and head-count have not been received.**
- You will receive a confirmation within five business days of submitting your reservation. If you do not receive this confirmation, please call 513-333-7737. **Your group tour is not confirmed until you have received your letter of confirmation.**
- The Freedom Center no longer has available storage for backpacks, phones, coats, coolers, and sack lunches. These items must remain on the bus or in the car. The Freedom Center is not responsible for lost or stolen items.
- Due to capacity restraints, the Freedom Center does not provide an area for groups who bring their lunches. Groups who bring their lunches, must eat off site, before or after their tour.
- One complimentary chaperone ticket is allowed per ten children tickets. Bus drivers and tour operators are free.
- Tour Operators: Please make sure your groups know and understand the guidelines.
- Buses may drop off group visitors at the 2nd Street/group entrance of the building but are then asked to seek off-site parking. Local parking lots charge \$20 per bus. This fee is not associated with the Freedom Center.

Date

- Desired date of tour _____ Arrival Time _____
- Second option (if first option is booked) _____ Arrival Time _____

Group Rates

*Rates are subject to change at any time. The walk-up group rate is for groups who schedule less than two weeks in advance.

	Group Rate	Walk-up Group Rate	Number of Guests	Total Amount
Adults (13-59)	\$9.50	\$11.00	_____	\$_____
Students (13-59)	\$9.00	\$9.00	_____	\$_____
Children (6-12)	\$6.50	\$7.00	_____	\$_____
Chaperones (1:10 children)	Free	Free	_____	\$_____
Military	Free	Free	_____	\$_____
Seniors (60+)	\$8.00	\$9.00	_____	\$_____
Total Amount Due				\$_____

How many buses will accompany your group? _____

Do you plan on visiting the Family Research Center (Genealogy)? _____

Do you plan on eating at the North Star Café or ordering box lunches? _____

Special Needs

Please list any special needs that your group may have, such as guests in wheelchairs, guests with personal listening devices, etc. _____

Payment

- **All sales are final.** The Freedom Center does not offer a monetary refund. Groups who no-show or arrive with less visitors than originally booked will only receive a ticket refund. Tickets are good for one year.
- **Payment in full and final head-count must be received two weeks prior to your visit. The Freedom Center reserves the right to cancel your reservation if payment and head-count have not been received.**
- Cash, check, credit card, money order, and travelers check are accepted.

Payment Method

Please check the method of payment and return to address below.

- Check Travelers Check Money Order
 American Express Visa Discover MasterCard

Credit card number _____ Expiration Date _____

- Total Balance Due** **\$100.00 Deposit**

Name as it appears on credit card _____

Signature _____ Date Signed _____

How did you hear about the Freedom Center?

- Publication Advertisement (which publication?) _____
 Convention and Visitors Bureau Visitors Guide
 Word of Mouth (from source) _____
 Freedom Center General Email Newsletter
 Freedom Center Postcard or Mailing Cincinnati Attractions Partners Mailing
 Freedom Center Website Other Website (list please) _____
 Search Engine 'Search' (which search word (s)?) _____
 Freedom Center Banners on Side of Building
 Hotel Concierge
 Other Source (list) _____

Signature Confirmation

I have read and understand the guidelines and procedures for a group visit to the Freedom Center. You must sign below to reserve a group tour.

Signature _____ Date _____

Visit Options

North Star Café

Groups may order individually from our café menu, or preorder box lunches for the entire group. If you're interested in preordering box lunches, please call (513) 351-2052.

Gift Shop

Following your tour, please set aside ample time to visit the Freedom Center **Gift Shop**. Your group will find a variety of Fair Trade merchandise from around the world. Individual souvenir gift bags can be purchased prior to your visit by calling the Gift Shop's Manager, James Tecco at 513-333-7548 or jtecco@nurfc.org. Gift Shop merchandise can be purchased online at any time at www.freedomcentergiftshop.org.

Private Events

The Freedom Center also provides accommodations for **private events** such as weddings, family reunions, or corporate meetings. If you are interested in scheduling a private event in addition to your tour, please call 513-333-7500.

Family Search Center (John Parker Library)

Have you ever been interested in discovering your family's origins, but never had the tools? Now you can take advantage of the FREE family history resources available at the Family Search Center at the National Underground Railroad Freedom Center. For more information, visit our website at freedomcenter.org, or call (513) 333-7654.

Other Information

For a description of exhibits, guest speakers, special events, volunteering, directions, parking, memberships, and donations, please visit the Freedom Center website at www.freedomcenter.org

Please return the first 3 pages of this form and payment to:

National Underground Railroad Freedom Center
Attn: Group Sales Department
50 East Freedom Way
Cincinnati, Ohio 45202
Phone: 513-333-7737; Fax: 513-333-7725
Email: groupsales@nurfc.org
Website: www.freedomcenter.org
Group Reservation Form Updated 7/14/2011