



COMMUNITY GROUP TOUR RESERVATION REQUEST FORM

Please complete all of the information below. Reservations are taken by mail or fax only. **Faxed forms are only accepted for groups paying by credit card.**

ORIENTAL INSTITUTE MUSEUM

ABOUT YOUR GROUP

Organization _____

Mailing Address _____

City/State/Zip _____

Contact Person _____

Daytime Phone _____ Cell Phone _____

Email address _____

Number in Group _____ Age (if applicable) _____

Special Needs _____

Special Interests at the Museum _____

PREFERRED DATES FOR VISIT

Date _____ Time _____

Alternate Date (required) _____ Time _____

Type of Visit:

- 1-Hour Guided Tour
- 2-Hour Guided Tour + Film Film Choice: _____

PAYMENT - Forms submitted without payment will not be processed

Please use the fee calculation tool on the next page to determine your payment amount.

Pre-Payment amount = \$ _____

- Check/Money Order
- Visa/MC: Card # _____ Exp Date _____
- 3-digit security code (located on back of card near signature) _____

SEND FORM TO:

Fax: 773.702.9853

Mail: Oriental Institute, Education Office
1155 East 58th Street
Chicago, IL 60637

Call 773.702.9507
if you have questions!



COMMUNITY GROUP TOUR OPTIONS AND POLICIES

Complete the worksheet below and enter your group's preferred tour dates, times, and total fee into the Reservation Request Form. Selected date is subject to availability.

ORIENTAL INSTITUTE MUSEUM

COMMUNITY GROUP TOURS

- Maximum number of visitors: 120
- Minimum number: 10

• COMMUNITY TOUR AVAILABILITY

Tours are available on the following days and times. Select a first and second choice.

First Choice

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> 10AM <input type="checkbox"/> 12PM |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> 10AM |
| <input type="checkbox"/> Thursday | <input type="checkbox"/> 10AM |
| <input type="checkbox"/> Friday | <input type="checkbox"/> 10AM |
| <input type="checkbox"/> Saturday | <input type="checkbox"/> 10AM <input type="checkbox"/> 1PM |

Second Choice

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> 10AM <input type="checkbox"/> 12PM |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> 10AM |
| <input type="checkbox"/> Thursday | <input type="checkbox"/> 10AM |
| <input type="checkbox"/> Friday | <input type="checkbox"/> 10AM |
| <input type="checkbox"/> Saturday | <input type="checkbox"/> 10AM <input type="checkbox"/> 1PM |

• FEE CALCULATION

Number of Visitors = _____

1-Hour Guided Tour ONLY (for groups up to 60):

Multiply total number of visitors by \$10 (\$7 for senior groups)..... \$ _____

2-Hour Guided Tour + Film (required for groups over 60 ; optional for groups up to 60):

Multiply total number of visitors by \$13 (\$10 for senior groups)..... \$ _____

CHANGE & CANCELLATION POLICY

Cancellation of a confirmed tour date must be made at least two weeks prior to the scheduled date to receive a full refund of fees. Cancellations made less than two weeks in advance will be charged a \$50 processing fee. Cancellations made within 24 hours of reserved date will receive no refund of fees, unless due to weather-related driving conditions.

No refunds will be issued if the size of your group decreases after your reservation has been confirmed.

Call 773.702.9507 with any questions.

