

## Group Tour Policies

### Reservations

To make reservations, complete the online reservation application. You will receive a response within 48 hours except when submitted on the weekends and holidays.

Regular adult admission is \$12 each. Group tours of 10 or more adults receive the discounted rate of \$10 each.

Reservations must be made at least 3 weeks in advance for all groups of 10 or more people. Group tours may be scheduled for any day of the week, but are limited on the weekends.

Each tour holds a maximum of 20 people. Larger groups will require multiple tours. If your group is smaller than 20, we reserve the right to add other visitors to the tour.

A **non-refundable** deposit of \$50 is required to hold a reservation for groups of 10-30 people. For groups of 30-60, the deposit is \$100. We accept deposits via credit card or check. Once the deposit is received, you will receive a confirmation letter.

Your non-refundable deposit is credited to your total group admission fee. The tour balance is due one week (7 days) prior to your confirmed tour date.

### Group Size

We must know your group's size in advance. If you wish to change your group size, you must notify the site 7 days in advance.

For school programs, 1 adult is required for every 10 students. Adults are charged at the discounted group rate of \$10 each.

### Refunds, Tardiness, and Cancellations

Tours will occur rain or shine.

Tour tickets are non-refundable once purchased.

We require 21 days advance notice to reschedule your tour or program. All groups are limited to one rescheduling request.

If your group is late, we reserve the right to shorten your program as necessary in order to avoid interfering with other scheduled tours. ***If your group is more than 30 minutes late, your tour will be cancelled without refund or possibility of rescheduling.***

President Lincoln's Cottage ***will not*** extend its operating hours to accommodate tardy groups. Tours will be shortened or cancelled according to the above guidelines.

Always give yourself extra travel time and plan for unforeseen circumstances. President Lincoln's Cottage is not responsible for tardiness due to traffic, city events, and/or any other issues encountered while traveling to the site.

### Tour Logistics

All groups must check in at the Museum Shop in the President Lincoln's Cottage, Robert H. Smith Visitor Education Center.

*Updated March 2010*