

Group Reservation Form

Please print or type all information

1. Contact:

Type of Group: _____

Name of Group, Church or School: _____

Name of Contact: _____

Address: _____ City, State: _____

Zip: _____

Phone: _____ Fax: _____

E-mail: _____

2. Select the type of tour (select one):

Docent Led Tour (90 minutes) Tour Requested _____

***Docent Led Tours are available Tuesday- Thursday at 10 a.m., 11 a.m. and 1:30 p.m.
Guided tours are available for groups with 60 people or less.**

Self- Guided Tour

***Self – Guided Tours include short orientation and interactive worksheets for youth groups.**

3. Visit Details

We are closed on Mondays.

Please arrive 20 minutes prior to your visit.

Reservations must be made at least three weeks in advance.

Desired date of tour: _____

Arrival time: _____

Second option (If first option is booked): _____

Arrival time: _____

Our group will be arriving by: Please [x] one of the following:

Automobile Bus Walking

If arriving by bus, how many buses will be used? _____

4. Ticket Information:

In order to receive the group rate , a minimum of 20 people must be in each group.

\$5. 00 x _____ = _____ **Total Amount Due = \$_____**

***Rates subject to change without notice**

4. Payment Note:

50% of total amount due must accompany reservation form. **Total count must be confirmed one week in advance of the visit date. No cash refunds.**

Payment can be made by submitting one of the following:

Discover Money Order MasterCard Visa American Express

Check payable to: Reginald F. Lewis Museum

Purchase Order # : _____ (attach copy of PO)

Credit Card Number: _____

Exp. Date: _____

Name as it appears on credit card:

Signature: _____

Group Reservation Form (continued)

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5. Accessibility

Inform us of any special needs we can assist you with to accommodate your visit:

Examples:

- Wheelchairs will be provided upon request.
- Full time captioning on all films for the hearing impaired

List your special needs:

6. The Museum Café has lunch options for groups and visitors may bring their own bag lunch. Please note that the lunch area is reserved on a first-come basis. Please note if lunch space is requested

Yes No

If so, time requested _____

6. Parking

Directions for the parking garage can be found on our website at

www.AfricanAmericanCulture.org On premises bus parking is not available. Buses must unload and load at the designated drop off location. Please visit www.baltimore.org for further Baltimore City Bus parking information.

Please return this form and payment to:

Visitor Services / Group Reservations

Reginald F. Lewis Museum of Maryland African American History and Culture

830 East Pratt Street, Baltimore, MD 21202

Phone: 443-263-1831 Fax: 410-333-1138 Website: www.AfricanAmericanCulture.org

Email: tours@maamc.org