



# Tour Request Form

Thank you for your interest in scheduling a tour at the Cashmere Museum & Pioneer Village!  
**Before filling out this form, please review the attached Tour Guidelines**, which include our reduced admission prices, accommodations, and supervision requirements.

Date of Application: \_\_\_\_\_

Contact name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

School or Organization: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

## Tour Information:

### *Tour Timing:*

A standard tour takes approximately an hour and a half. If you have time constraints, we are able to abridge the tour to about an hour upon request.

### *Tour Size:*

If your group is 75-100 people (including both students and adults), your group will need to be split in half, and two separate tours will need to be scheduled (e.g. one group will start at 10:30am, and the other at 12:30pm). Please note this under "Tour time preference" by selecting both tour start times, or specifying "other." If your group is larger than 100 people, special arrangements will need to be made with the Visitor Services Coordinator (contact information is at the bottom of this form).

### *Tour Prices:*

We offer reduced admission prices for tour groups of 15 or more people that are paying all together as a group. These prices and the docent fee are listed in the attached Tour Guidelines.

Please initial here to confirm that you have reviewed our tour admissions and fees: \_\_\_\_\_

*Guided vs. Self-Led Tours:*

A docent provides a guided tour of the Museum & Village with in-depth knowledge about our exhibits and collections. If students are 3<sup>rd</sup> grade or younger, a docent is required. Please review the attached Tour Guidelines for further information on student to adult ratio requirements.

Please initial here to confirm that you understand the docent and supervision requirements: \_\_\_\_\_

**Tour Scheduling Request:**

Please select one:    Guided Tour w/ Docent(s)                      Self-Led Tour

Number in group:

\_\_\_\_\_ (Under 6)                      \_\_\_\_\_ (Students)    Age or grade level: \_\_\_\_\_

\_\_\_\_\_ (Adults)                      \_\_\_\_\_ (Seniors)

Number of docents (25 people total per docent): \_\_\_\_\_

Please list three possible tour dates, in order of preference. If we do not have availability on any of the dates requested, we will call you to offer alternatives as close to your requested dates as possible. Please note that we are closed on Mondays and Tuesdays, and so cannot give tours on those days.

Tour Dates: 1. \_\_\_\_\_                      2. \_\_\_\_\_                      3. \_\_\_\_\_

Standard tours begin at 10:30am or 12:30pm. If your schedule requires a different start time, please note the best time for your group, and we will do our best to accommodate that if availability allows.

Tour time preference:            10:30am                      12:30pm                      Other: \_\_\_\_\_

Will you need an abridged tour (1 hr)?    YES / NO

Any special needs? Please explain:

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Any other relevant information/requests: \_\_\_\_\_

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## Payment:

We do not require advance payment, as we know that actual attendance numbers often change on the day of the tour. Some schools/organizations provide the tour leader with a credit card with which to pay on the day of the tour, while others prefer to send a check following the tour. If your school will be mailing a check after the tour, we will send you an invoice for the expected cost of the tour when your tour is confirmed. Based on this invoice, please bring a purchase order with you on the day of the tour confirming that you have approval for expense of the tour. Invoices are also available upon request for those paying by credit card.

Form of payment (please select one):    Credit Card                      Mail Check

Invoice required/requested? YES / NO

If yes, to whom should we send the invoice?

Name: \_\_\_\_\_

Email: \_\_\_\_\_

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Thank you for requesting a tour at the Cashmere Museum & Pioneer Village! The Visitor Services Coordinator will get back to you shortly to schedule your tour. Please note that we are closed Mondays and Tuesdays, so there may be a short delay in our response times on those days.

If you have any other questions, comments, or concerns regarding your tour request, please contact the Visitor Services Coordinator:

Lizzie Fellars  
Visitor Services Coordinator  
Cashmere Museum & Pioneer Village  
P.O. Box 22 | 600 Cotlets Way  
Cashmere, WA 98815  
O: 509-782-3230  
E: [info@cashmeremuseum.org](mailto:info@cashmeremuseum.org)