

Group Tour Agreement

Group Name: _____

Tour Date: _____ Tour Time: _____

Thank you for your interest in the Flagler Museum. We look forward to your visit. To ensure that your group has the best experience possible during your visit, please review, initial, and sign the agreement below. Please don't hesitate to contact the Flagler Museum Group Tour Coordinator if you have any questions.

Email: DocentCoordinator@flaglermuseum.us Telephone: (561) 655-2833 ext. 27

This "Group Tour Agreement" outlines the Museum's policies on Group Tours, which are designed to help you prepare for a smooth check-in process. **Please read, review, and sign the Group Tour Agreement**, indicating that you understand and will comply with each Flagler Museum policy concerning Group Tours. Please return this page to the Group Tour Coordinator prior to your arrival.

Please be advised: **Groups must check in as a group at the scheduled time of arrival.** The Museum does not offer bathroom facilities, water fountains, or seating to groups or individuals of groups, before check-in time. We recommend one representative check in the group prior to disembarking from transportation.

Prior to Arrival:

- 1) A Group Tour is not confirmed until the Flagler Museum has received the signed and initialed Group Tour Agreement.
- 2) The group should arrive no earlier than 15 minutes prior to the scheduled tour time. No one from my group will be allowed entry prior to the group check-in.
- 3) All the policies and procedures will be explained to the group's designated Group Escort and all members of the group.

The name of your Group Escort is: _____

Select One:

- ☐ The group will be arriving by bus/van.

Please park buses in the designated Bus/RV parking area in the Visitor Parking Lot while the group is on tour. One complimentary admission is available for the Bus Driver and must be redeemed at the time of check-in.

- ☐ The group will be arriving individually in private vehicles.

Parking is free. Cars and vans may park in the Visitor Parking Lot.

Checking-In:

- Upon arrival, the group must have a minimum of 20 visitors to qualify as a Group Tour. If the group does not consist of at least 20 visitors, it is no longer eligible for the Group Tour rate and must pay the General Admission rate of \$28/Adult.
- The Group Escort must notify the Kiosk Attendant at the front gate of the Museum upon arrival. The Group Tour Coordinator will greet the group at the scheduled check-in time.
- If the group arrives more than 15 minutes early, it must wait until the assigned check-in time to utilize restroom facilities, water fountains, or seating. Members of the group will not be permitted individual entry.
- If the group arrives more than 15 minutes past the scheduled tour time, it will forfeit the Tour Docent. Audio Tours, the Flagler Museum App, and Self-Guided Brochures are available at no additional cost.

While Touring:

- The reservation for a Group Tour is not a Private Tour. Members of the general public are always welcome to join the tour as well.
- Plan to spend at least 45 minutes on site, which is the minimum amount of time normally required for a Group Tour.
- All visitors in the group will be expected to follow the Museum Policies listed below.
- Water/liquids/food/gum, backpacks of any size, and strollers are not allowed in the Museum or on the Museum grounds. If you have questions about acceptable items, please ask in advance of your arrival
- Flash photography is not permitted
- Cell phones should be turned off or silenced
- To protect the Museum and its collection, visitors may not lean on or touch the walls and furniture
- All visitors must be respectful of fellow visitors, Docents, and Museum Staff

By signing the Agreement, you are accepting the Terms and Conditions of the tour and the Flagler Museum's policies.

Group Contact Signature: _____ Date: _____

Group Tour Coordinator Signature: _____ Date: _____