Buffalo Bill Museum
Group Tour Confirmation Sheet

Tour Date: ______/_____/______ Day of Week: _______________________________ Tour Time: ____________
Organization: ________________________________________________________________________________
Address: _____________________________________________________________________________________
City: _____________ ________________________State: ________ Zip: ________ County: ___________________
Reservation Contact: ____________________________________________ Phone: ________________________
Email Address: ________________________________________________________________________________
Tour Day Contact: _______________________________________________ Cell: __________________________

Attendees: # Adults _________
# Children ________ Age range ________ Grade level __________  Add-on Activity (check box) ☐

♦ Groups of 10 or more may tour the Museum at their own pace and receive a discounted rate
♦ The group discount requires a minimum of 10 paying participants. Children under the age of 5 will not be charged unless their numbers are needed to reach the 10-person minimum
♦ Maximum of 45 students for all school tours (minimum requirement of 1 adult per 10 children).
♦ Minimum 2-hour gap between scheduled tours
♦ Add-on Activity: On days when the weather is nice, and we have enough staff, we can provide a small group activity outside on the museum grounds. The cost for the activity is an additional $1 per student. Indicate on the form if you are interested

OFFICE USE ONLY

FINAL NUMBERS UPON ARRIVAL
(First 2 free) # Adults ________ (x 0.00) = ________
(Extra) # Adults ________ (x 4.00) = ________
(Ages 6 to 17) # of Children ________ (x 1.00) = ________
(Add-On Activity) # of Children ________ (x 1.00) = ________
TOTAL DUE = ________

*Payment type accepted: VISA, MC, Discover, Checks (payable to Manager of Finance) *

Staff: _____________________________ Date reservation taken: ______/_____/_______
Confirmation sent: ______/_____/_______ Pahaska notified: ______/_____/_______
Comments: _____________________________________________________________________________________
______________________________________________________________________________________________