

Group Reservation Form

Please note the following information:

Group Tours consist of ten or more individuals. A \$100 non-refundable deposit is required to reserve a group tour at the Freedom Center. Reservations must be made at least two weeks prior to your visit for self-guided tours and four weeks prior to your visit for guided tours. The Freedom Center reserves the right to remove any unruly groups.

Contact Information

Company/Organization _____
Contact _____
Address _____
City, State, Zip _____
Phone _____ Fax _____
E-mail Address _____

Billing Information

(If different from above)

Company/Organization _____
Contact _____
Address _____
City, State, Zip _____
Phone _____ Fax _____

Self-Guided Group Tours

- Reservations must be made at least two weeks prior to your visit.
- All tours are self-guided unless special arrangements are made at least four weeks prior to your visit.
- Please select self-guided tour if you are scheduling within four weeks of your visit.

Self-Guided Tour

Guided Group Tours

- Docent-led group tours are available upon a first-come, first-serve basis. **Guided tours are never guaranteed.** Guided tours depend on the number of available docents.
- Reservations must be made at least four weeks prior to your visit.
- All guided tours last a minimum of ninety-minutes to two hours. Guided tours are offered Tuesday through Saturday from 10:00 am. to 5:00 p.m. depending on availability.
- Please select Highlights Tour if you are scheduling more than four weeks in advance.

Highlights Tour

Visit Guideline Details

- The Freedom Center is open Tuesday through Saturday from 10:00 a.m. to 5:00 p.m. The Freedom Center is closed on Sunday and Monday.
- Groups can not pay separately. You will not receive the group rate if you pay separately.
- Groups can not use the audio head sets.
- Photography is prohibited within the Freedom Center.
- Payment in full must be received two-weeks prior to your scheduled visit date.
- You will receive a confirmation within five business days of submitting your reservation. If you do not receive this confirmation, please call 513-333-7737. Your group tour is not confirmed until you have received your letter of confirmation.
- You must bring the confirmation with you and present it to Guest Services at check-in.
- One complimentary chaperone ticket is allowed per ten children tickets. Bus drivers and tour operators are free.
- Tour Operators: Please make sure your groups know and understand the guidelines.
- Buses may drop off group visitors at the 2nd Street/group entrance of the building but are then asked to seek off-site parking. There is a \$20.00 cash parking fee for each bus. This fee is not associated with the Freedom Center. Payment should be made directly to Central Riverfront Parking at 513-946-8100.

Group Tour Preferences

- Desired date of tour _____ Arrival Time _____
- Second option (if first option is booked) _____ Arrival Time _____

Group Tour Pre-Booked Tickets

*Note: rates are subject to change without notice

Admission	Group Rate*	Quantity	Total
Adult College Student	\$9.50	Number	\$
Children (Ages 6 – 12)	\$6.50	Number	\$
Seniors (60+),	\$8.00	Number	\$
Chaperone (1 per 10 children) Bus Driver Tour Operator	\$0	Number	\$
		Total Amount Due	\$0.00

How many buses will accompany your group? _____

Special Needs

Please list any special needs that your group may have such as wheel chairs, personal listening devices, etc. _____

Visit Options

North Star Café

The **North Star Café** provides accommodations for delicious boxed lunches. If you are interested in purchasing boxed lunches for your group prior to your visit, please contact the Café's Manager, Cindy Elam at (513) 333-7744 or manager@cafenorthstar.com.

Gift Shop

Following your tour, please set aside ample time to visit the Freedom Center **Gift Shop**. Your group will find a variety of Fair Trade merchandise from around the world. Individual souvenir gift bags can be purchased prior to your visit by calling the Gift Shop's Manager, James Tecco at 513-333-7548 or jtecco@nurfc.org. Gift Shop merchandise can be purchased online at any time at www.freedomcentergiftshop.org.

Private Events

The Freedom Center also provides accommodations for **private events** such as weddings, family reunions, or corporate meetings. If you are interested in scheduling a private event in addition to your tour, please contact Rhonda Miller at 513-333-7584 or rmiller@nurfc.org.

Other Information

For a description of exhibits, guest speakers, special events, volunteering, directions, parking, memberships, and donations, please visit the Freedom Center website at www.freedomcenter.org

Please return this form and payment to:

National Underground Railroad Freedom Center
Attn: Group Sales Department
50 East Freedom Way
Cincinnati, Ohio 45202
Phone: 513-333-7737; Fax: 513-333-7725
Email: groupsales@nurfc.org
Website: www.freedomcenter.org