

SIGNATURE COTTAGE TOUR

For Groups

The Signature Cottage Tour is available at the reduced rate of \$12.50 per person for groups of 10 or more people. It includes a one-hour guided tour of the Cottage and self-guided exploration of the exhibits and galleries in the Robert H. Smith Visitor Education Center.

The tour accommodates up to 20 guests at a time. Groups exceeding 20 will be required to reserve multiple tours in succession. If the group numbers fewer than 20, we reserve the right to add other visitors to the tour. Group tours are limited on the weekends.

RESERVATION GUIDELINES

Reservations are required and must be made three weeks in advance of a visit and secured with a non-refundable deposit. Groups of 10-30 will be required to secure their reservations with a non-refundable \$50.00 deposit, payable by credit card or check. For groups of more than 30 people, the non-refundable deposit is \$100.00. The deposit will be credited to the total group admission fee.

The remaining balance and final group count are due one week in advance of the visit. Once you have paid the group tour balance, you will not be able to reduce your numbers.

All tickets are non-refundable and non-exchangeable.

TOUR GUIDELINES

All groups must check in at the Museum Store in the President Lincoln's Cottage, Robert H. Smith Visitor Education Center. The one-hour guided tour begins in the Visitor Education Center.

If your group is late, we reserve the right to shorten your program as necessary in order to avoid interfering with other scheduled tours. If your group is more than 30 minutes late, your tour will be cancelled without refund or possibility of rescheduling.

President Lincoln's Cottage is not responsible for tardiness due to traffic, city events, and/or other issues encountered while traveling to the site.

Tours will occur rain or shine. We require 21 days advance notice to reschedule your tour or program. All groups are limited to one rescheduling request.

REQUEST A RESERVATION

To request a group reservation, complete The Signature Cottage Tour Reservation Application (next page) and email it to Michelle Martz at MMartz@savingplaces.org or fax it to 202-829-0437. A response will be sent within 48 hours, unless the reservation is submitted over a weekend or holiday.





PRESIDENT LINCOLN'S COTTAGE
AT THE SOLDIERS' HOME

SIGNATURE COTTAGE TOUR RESERVATION APPLICATION

CONTACT INFORMATION

Organization Name:

Reservation Contact:

Address:

City/State/Zip Code:

E-mail Address:

Fax Number:

Daytime Phone:

Cell Phone:

Tour Day Contact:
(traveling with the group)

Cell Phone:

GROUP INFORMATION

Total Group Size:

Wheelchairs:

Adults:

Students:

Grade Level(s):

Please note any special needs or disabilities so that we can best prepare for your visit.

How did you hear about us?

TOUR DATE & TIME REQUESTED

First Choice:

Day of Week:

Date:

Tour Time:

Second Choice:

Day of Week:

Date:

Tour Time:

Please email this form to MMartz@savingplaces.org or fax it to 202-829-0437.

By submitting this form, you and your group acknowledge and agree to abide by our Group Tour Policies.

Submitting this application does not mean your reservation is confirmed. You will be contacted within 48 hours to confirm or reschedule a tour. Confirmation emails are sent weekdays only.



PRESIDENT LINCOLN'S COTTAGE
AT THE SOLDIERS' HOME

SIGNATURE COTTAGE GROUP TOUR RESERVATION APPLICATION

CONTACT INFORMATION					
Organization Name:					
Reservation Contact:					
Address:					
City/State/Zip Code:					
E-mail Address:		Fax Number:			
Daytime Phone:		Cell Phone:			
Tour Day Contact: (traveling with the group)		Cell Phone:			
GROUP INFORMATION					
Total Group Size:		# Wheelchairs:			
# Adults:					
# Students:		Grade Level(s):			
<i>Please note any special needs or disabilities so that we can best prepare for your visit.</i>					
How did you hear about us?					
TOUR DATE & TIME REQUESTED					
First Choice:					
Day of Week:		Date:		Tour Time:	
Second Choice:					
Day of Week:		Date:		Tour Time:	
<p>Please email this form to MMartz@savingplaces.org or fax it to 202-829-0437.</p> <p><i>By submitting this form, you and your group acknowledge and agree to abide by our Group Tour Policies.</i></p> <p>Submitting this application does <u>not</u> mean your reservation is confirmed. You will be contacted within 48 hours to confirm or reschedule a tour. Confirmation emails are sent weekdays only.</p>					