



PRESIDENT LINCOLN'S COTTAGE
AT THE SOLDIERS' HOME

Reservation Guidelines

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

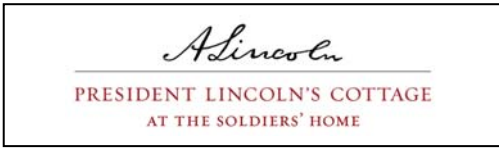
The remaining balance and final group count *are due one week in advance of the visit*. Once you have paid the group tour balance, you will not be able to reduce your numbers. All tickets are non-refundable and non-exchangeable.

Tour Guidelines

All groups must check in at the Museum Store in the President Lincoln's Cottage, Robert H. Smith Visitor Education Center. School programs, workshops, and guided tours begin in the Visitor Education Center.

It is important to arrive on time. If your group is late, we reserve the right to cancel or shorten your program as necessary in order to avoid interfering with other scheduled tours.

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.



SCHOOL PROGRAMS/TEACHER WORKSHOPS RESERVATION APPLICATION

CONTACT INFORMATION			
Organization Name:			
Contact Name:			
Address/Line 1:			
Address/Line 2:			
City/State/Zip Code:			
E-mail Address:		Fax Number:	
Daytime Phone:		Cell Phone:	
GROUP INFORMATION			
Total Group Size:		Do you have any wheelchairs?	
# Adults:			
# Students:		Grade Level(s):	
Please note any special needs or disabilities so that we can best prepare for your visit.			
PROGRAM, DATE, & TIME REQUESTED			
First Choice:			
Program:		Date:	Visit Time:
Second Choice:			
Program:		Date:	Visit Time:
<p>When you have completed this form, please email it to LincolnEd@savingplaces.org or fax it to 202-829-0437.</p> <p>Submitting this application does <u>not</u> mean your reservation is confirmed. Upon receipt of the application, you will be contacted within 48 hours to confirm or reschedule your tour. Confirmation emails are sent weekdays only. Requests submitted on weekends or holidays will take longer to process.</p>			