



Special Group Tour Reservation Form Juneau-Douglas City Museum

The Juneau-Douglas City Museum offers weekly Downtown Historic Walking Tours Tuesdays, Wednesdays and Thursdays between May and September. Groups are welcome to reserve space during an existing tour time if space is available. The City Museum may also elect to arrange special group tours outside of our normal offerings with advanced scheduling as long as a tour guide is available. Please read the policy below, and fill out and sign the bottom portion of the form.

Walking Tour Policy:

- Tours may include inclines, stairs, and uneven ground, depending on location; **all participants must read and sign the walking tour waiver** before embarking on the tour.
- Tours will take place **rain or shine**.
- Taking photographs for personal use is allowed at the tour guide's discretion; however, **photography for commercial use and audio or video recordings of any kind are not permitted**.
- The **only animals** allowed on walking tours are **service animals**.
- **Cancellations/Refunds:** Participants who pay in advance may receive a full refund if they notify the City Museum of their cancellation at least 2 days before their tour is scheduled. Participants may also elect to transfer their reservation to another tour occurring during the same calendar year, as long as the tour has space available. Reservations cancelled with fewer than 2 days notice will not be refunded.
- **Special Group Tours:** The Museum may elect to arrange special tours for groups outside of our normal tour times as long as a tour guide is available and we have enough advanced notice. Group tours must be paid for at the time the tour is booked, and are subject to the cancellation and refund policy as stated above. Group tour organizers must also fill out and sign a group tour reservation form, acknowledging their understanding and acceptance of our walking tours policy.

Name of organizer: _____

Phone number and email address: _____

First choice day/time for tour: _____

Second choice day/time for tour: _____

Number of people in group: _____

I acknowledge that I have read and understood the above walking tour policy:

(Signature)

(Printed Name)

(Date)