

**Fredericton Region Museum
Group Tour Pre-Registration Form**

Before you fill out this application, please consider looking through our online information here: <https://frederictonregionmuseum.wordpress.com/programs/school-group-visits/> as well as keeping the following in mind:

- Your personal calendar (Do you have enough time allotted for a tour? Do you have to leave by a specific time? etc.)
- At least 2 possible dates for the tour (First choice dates are most often able to be met, but are **not** guaranteed)
- Starting and ending times (tours are approximately 1 hour in length)
- Group Size; Number of participants
- Age range of the group
- Any specifications for the tour (Looking more in depth at a specific exhibit, etc.)
- An available contact person, phone number, e-mail, address, etc.

Please see the second part of this form for details and instructions for our tour procedures.

Please contact the museum office by phone at (506) 455-6041 or by email at frederictonregionmuseum@gmail.com if you have any questions.

Group Name:	
Address:	
Mailing Address:	
Telephone:	
Contact Person(s):	
Contact Email:	
What type of tour would you like? <input type="checkbox"/> Guided (\$2.00/Person) <input type="checkbox"/> Self-Guided/ Teacher Guided (\$1.00/Person) <input type="checkbox"/> Customized Tour <input type="checkbox"/> Research Tour	
# Of Participants:	
Age Range:	
Preferred Date:	2nd Choice Date:
Start Time:	End Time:
Would you like to include a video? <input type="checkbox"/> History of Central NB (Recommended for Adult Groups) 20minutes <input type="checkbox"/> Entertaining video about the Coleman Frog (Great for children) 10 minutes	
Do you require a receipt or an invoice? Receipt <input type="checkbox"/> Yes <input type="checkbox"/> No Invoice <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any custom requests for your tour?	

Signature:

Date:

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- The Pre- Registration Form needs to be completed and sent in for approval **at least 1 week in advance.**
- Museum staff will get back to you with the confirmation of the time and date.
- Form is to be properly signed to verify that the information has been confirmed by the contact person.
- For a Guided Tour the fee is \$2.00/Person, all chaperones are free.
- For a Self- Guided Tour the fee is \$1.00/Person, all chaperones are free.
- Groups larger than 10 people will be split up into smaller groups. Each smaller group requires at least one chaperone present to help supervise and maintain the group.
- In the case of misbehaviour or reckless activity during the tour, the guide reserves the right to stop the tour for the safety of the artefacts within the museum.

Cheque, cash, and e-transfer can be accepted.

- **To pay cash** please pay the museum worker directly before/after the tour or deliver the amount to the museum office at 571 Queen Street (Fredericton NB) during our regular hours.
- **To pay by cheque**, please make the cheque out to the **York-Sunbury Historical Society Ltd.** for the amount indicated for your tour and drop the cheque off to the museum office at 571 Queen Street (Fredericton NB) during our regular hours, or mail it to us using the mailing address listed below.
- **To pay via e-transfer** send the proper amount using e-transfer to the email yshsacc@gmail.com indicating the type of tour, the security question, and answer to the security question in the “details” section of the e-transfer or in a separate email to the same email address.

Mailing Address: Fredericton Region Museum, 571 Queen Street, P.O. Box 1312, “Station A”, Fredericton, New Brunswick, Canada, E3B 5C8	Location Address: 571 Queen Street, Fredericton, New Brunswick In the Large Stone Building beside Officer’s Square.
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If you have any questions concerning our tour options or payment, please feel free to contact the museum by email at: frederictonregionmuseum@gmail.com or by calling the office phone at: (506) 455- 6041.

Thank you for thinking of the Fredericton Region Museum!

