Dakota County Historical Society

Tour Inquiry

Contact Information Form

Main Contact Information

Name: _____

Email: _____

Phone: _____

Preferred Method of Contact

☐ Phone _____

☐ Email _____

Group Information

Name of Group: _____

Group Address: _____

Address 2: _____

City/Town: _____

State: _____

Zip: _____

Office / School Phone: _____

Age of Group Tour:

_____ Adults

_____ School Kids Grade Level / Age: _____

☐ Yes, I would like to learn more about the **School Scholarship Program** for my students to receive *free* admission. Thank you to the ***Friends of the Sibley Historic Site*** and the ***Hastings Area Historical Society*** for providing the free admissions to school-age children.

Tour Inquiry

General Information Form

Total Tour Attendees: _____

Do any attendees have mobility issues? ☐ Yes ☐ No

Tour Chaperones*: _____

*Chaperones are only valid for school tours, or groups for adults with disabilities. One (1) chaperone / teacher for every ten (10) tour attendee is required and can receive free admission. Additional chaperones will be charged an admission fee at the group rate. *The cost of food, if elected, is not included in the free admission for students or chaperones.*

*One tour coordinator can receive free admission as a chaperone. Additional coordinators will be required to pay the group rate. *The cost of food is not included in the free admission.*

The Dakota County Historical Society operates three historic sites. Please indicate which site(s) you are interested in for your tour.

☐ Lawshe Memorial Museum—South St. Paul, Minn.

☐ LeDuc Historic Estate —Hastings, Minn.

☐ Sibley Historic Site—Mendota, Minn.

Preferred Visit Date #1: _____ Arrival Time: _____ Departure: _____

Preferred Visit Date #2: _____ Arrival Time: _____ Departure: _____

Preferred Visit Date #3_____ Arrival Time: _____ Departure: _____

☐ Yes, I would like to learn more about DCHS providing lunch and/or refreshments during our visit at an added cost

☐ Yes, we would like to learn more about our providing own lunch and utilizing the grounds

Tour Information

*Please plan for at least one hour at each site. Larger groups will require more time, or parts of the tour will need to be reduced to accommodate.

*Groups of more than 20 will be required to split into smaller groups. DCHS staff will work with you to determine appropriate group sizes.

*Our Group Tour Rate (10+ attendees) is $8 per adult and $6 per child (unless free through the scholarship program).

*Please review the Terms of Agreement on page 3. ***This does not need to be signed until final tour information is discussed and finalized with DCHS and the Main Contact.***

Submit

Terms of Agreement

I, _____, agree to the terms of this agreement and will make the appropriate payment(s) in a timely manner.

* Only students are able to receive free admission through the Friends of the Sibley Historic Site and the Hastings Area Historical Society scholarships. If a group tour is scheduled and requests to use admission funds from one of these groups and it is determined you are not eligible, full payment at the regular Adult rate ($10/person) will be required by the group before the tour begins. If payment is not made, the tour will be cancelled and you will be billed for a no-show tour.

* Chaperones/tour coordinators are able to receive free admission for the tours. One (1) chaperone / teacher is required for every ten (10) students attending the tour and they will receive free admission. If more chaperones plan to attend, they will be required to pay admission for the tour at the group rate of $8/person.

* Each tour takes at least one hour to complete and may require additional time, depending on the number of tour attendees. It is strongly encouraged to allocate at least 75 minutes for a tour. For larger tour numbers, you will be split into smaller groups to provide the best tour experience. This will be coordinated with you prior to arriving at the site.

Cancellations & No Shows

*If a tour is cancelled more than 7 days in advance, a full refund will be issued. If a tour is cancelled 2-6 days in advance, you will receive a refund, minus a $50 administrative fee. If a tour is cancelled within 24 hours, no refund will be given. If a date is rescheduled and then attempted to be cancelled, or a second reschedule attempted, the full amount will be invoiced. Any additional scheduling attempt to be made will be considered a brand-new reservation.

*If a tour group no-shows for their scheduled time, no refunds will be issued, and you will be invoiced to pay the full amount at our normal tour rates (discounted group rate does not apply): $10/adult or $6/child.

*School groups that no-show and received a Scholarship for free admission will be invoiced for the entire tour amount at $6 per child and $10 per chaperone.

*For tours at the Lawshe Museum, you will be billed $100 for a no-show tour and be charged a $50 administrative fee if cancelled within 24 hours, or upon a second reschedule attempt.

*If you are delayed, you must notify DCHS immediately by contacting the appropriate site staff. We cannot guarantee that if you are late we will be able to provide an abbreviated tour, or a tour at all. If you are more than 15 minutes late and do not notify DCHS, you will be deemed a no-show and billed for the missed tour.

*Because staff are brought in specifically for your tour, they will be sent home and if you arrive after 15 minutes, you will not be provided a tour. Attempted reschedules will follow the same guidelines as outlined above.

*If you request to have food provided during your event, there will be an additional cost added. The cost of food is not included in free admission for students or chaperones/tour coordinators. The cost of food will be included in the final invoice sent to the main contact.

By signing below, you agree to the terms of this agreement and all it includes related to fees associated.

Tour Coordinator

Name (Printed): _____

Title: _____

Signature: _____

Date: _____

Name (Printed): _____

Title: _____

Signature: _____

Date: _____