



ADULT GROUP RESERVATION FORM

(revised 03-04-2019)

Name of Your Organization:

Please fill in the blanks below for reservations to the TCWM
Group arrivals can be scheduled between 10:00 am – 3:00 pm

Day: _____

Date: _____

Time: arrival departure

You will have _____ number of Adults @ the discounted rate of **\$6.00**
(a *separate reservation* form for our **Student/Children Groups** is located on our website.)

Please note: In order to receive the discount YOU MUST have 10 or more adults attending to receive the discounted rate. (the company tour guide and bus drivers holding a class A or B with endorsement P license admitted free.)

The price listed above includes a self-guided tour into all of the galleries and the 30 minute movie: “Our Home - Our Rights, Texas in the Civil War.” Allow 1.5 to 2 hours for your visit.

Payment is due upon arrival and can be made with cash, check, or Visa, Master Card, or American Express.

ADDITIONAL FEE PROGRAMS

Additional programming tailored to your group is available upon request for an additional fee. Each lasts approximately 40 minutes. The museum contracts each docent-they are not available unless a reservation and deposit are made at the time of booking the reservation. Please check the web site or call the museum for details. This is especially recommended for larger groups.

_____ **Initial: I understand the TCWM has a No Show Policy and further understand and acknowledge there is a \$50.00 charge per docent for a no show if not cancelled 48 hours prior to arrival. To insure your docent you will need to provide a credit card number with this reservation. It will not be charged unless there is a no-show. A docent will not be reserved without a credit card on file.**

Please check if participating in these additional programs:

_____ Docent: **\$50.00** *Large reservations of over 75 adults will need to be divided into groups and will require an additional \$20.00 for each presentation to the additional group. (One group consists of 10-75 adults.) Check programs on our website under Education tab. Each program topic is a \$50.00 fee and \$20.00 repeat fee.*

1st
program _____

2nd
program _____

Alternate program(if other choices are available)

Total price of admission will be: _____

Please make check payable to **Texas Civil War Museum**. You may mail your check in advance or bring the check with you the day you come to the museum. Or adults may pay separately at the door.

Please sign the contract below and return back to us at least **TWO WEEKS BEFORE COMING** to: reservations@texascivilwarmuseum.com

If for any reason you need to cancel your visit, we ask you to do it no later than 48 hours before your scheduled visit to avoid a handling fee. **Without 48 hours notice, the programming fee will be charged.** Please make check payable to the **Texas Civil War Museum**. You may mail your check in advance or bring the check with you the day you come to the museum or smaller groups may pay separately at the door.

If museum closes due to weather, there is no charge to group. **The museum follows the closing schedule of the Fort Worth ISD.**

We look forward to your visit and know it will be most rewarding.

Reservations Department
Texas Civil War Museum
www.texascivilwarmuseum.com
Telephone: 817-246-2323
Fax: 817-246-3951

Name of Your Organization: _____

City, State: _____

Point of Contact (required): _____

E-mail: _____

Telephone (required): _____

Fax: _____

Send completed form to: reservations@texascivilwarmuseum.com or fax to number listed above. Upon receiving this e-mail, our Reservation Director will contact you by phone, fax, or e-mail for verification.

Credit Card Information needed for additional programming only.

Please circle: Visa Master Card American Express

Name on Card: _____

Billing Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Card Number: _____

Expiration: _____ -- _____

3 digit security code: _____

How did you hear about us ? _____