

GUIDED EDUCATIONAL GROUPS ARRIVAL INFORMATION SHEET

Please complete this form and present it to the Visitor Center staff upon arrival. **One group leader must present this form and payment for the entire group including adult chaperones.** This will expedite your check-in so that your tour time is not abbreviated.

Make check payable to: Historic St. Mary's City or HSMC.

Date of Tour _____

Group/School Name _____

Mailing Address _____ City _____

State _____ Zip _____ County _____

	<i>Number</i>		<i>Total Fee</i>
Students:			
Admission Fee for Students:	\$ 7.00	X _____	= \$ _____

Teachers/Chaperones: *One free for every 10 students*
 Number of Free Teachers/Chaperones: _____

Adults over ratio:			
Number of Paying Adults:	\$10.00	X _____	= \$ _____

Total Admission Fee: \$ _____
Includes paying adults and students

Please Note:

- If there is a balance due, an invoice will be issued to the school or group.
- In the event a refund is needed, Historic St. Mary's City will only issue refunds of \$20.00 or more.

Lead Coordinator's Signature: _____

To be completed by museum staff:

of bus drivers: _____ Total # of stickers: _____