



# PONCE DE LEON INLET LIGHTHOUSE PRESERVATION ASSOCIATION, INC.

4931 SOUTH PENINSULA DR., PONCE INLET, FL 32127

PHONE: (386) 761-1821 • FAX: (386) 761-3121

EMAIL: LIGHTHOUSE@PONCEINLET.ORG • WEBSITE: WWW.PONCEINLET.ORG

## SCHOOL TOUR RESERVATION FORM

Please fill out this tour reservation request form and submit it to the museum's programs manager via fax at (386) 761-3121 or email at [mwentzel@ponceinlet.org](mailto:mwentzel@ponceinlet.org) at your earliest convenience. Guided tours must be reserved at least three weeks in advance and unguided tours within one week of arrival date.

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### Contact Information

1. Contact Name: \_\_\_\_\_
2. Contact Info: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
3. Contact Email: \_\_\_\_\_

### Tour Reservation Information

1. Desired Tour Date: \_\_\_\_\_ Alternate Tour Date: \_\_\_\_\_
2. Desired Tour Time: \_\_\_\_\_ to \_\_\_\_\_
3. Grade Level(s): \_\_\_\_\_
4. Does Your Group Require Special Needs Accommodations?  No  Yes (If yes, please describe necessary accommodations): \_\_\_\_\_  
\_\_\_\_\_
5. Total Number of Students: Child (age 11 and under): \_\_\_\_\_ Adult (age 12 and up): \_\_\_\_\_
6. Are all students in same grade level?  Yes  No (If no, please list number of students in group per grade level): \_\_\_\_\_  
\_\_\_\_\_
7. Group Supervision: Number of Teachers: \_\_\_\_\_ Number of Chaperons: \_\_\_\_\_
8. Do wish to add additional workshops or activities to your general school tour? If yes, please complete an add-on workshop form and attach to this completed tour registration form.

## School Information

1. School Name: \_\_\_\_\_
2. School Address: Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
3. School Type: \_\_\_\_\_ Public School \_\_\_\_\_ Private School
4. County of Residence: \_\_\_\_\_ Volusia County Other: \_\_\_\_\_

## School Tour Cost & Payment

1. Are you a Volusia County Public or Private School? \_\_\_\_\_ Yes \_\_\_\_\_ No
  - a. If you checked Yes, GOOD NEWS! Your tour is FREE!
  - b. If you checked No, Please complete Step 2.
2. Cost Calculator:  
# Students (Age 11 and Under): \_\_\_\_\_ X \$1.65 = \$ \_\_\_\_\_  
# Students (Age 12 and Up): \_\_\_\_\_ X \$6.00 = \$ \_\_\_\_\_  
# Adults (Teachers/Chaperones): \_\_\_\_\_ X \$6.00 = \$ \_\_\_\_\_  
Total Due: \$ \_\_\_\_\_
3. Please pay the amount calculated in Step 2. Payment may be made either in advance or the day of your scheduled arrival. Acceptable forms of payment include cash, check, or credit card.

## Cancellation Policy

1. Your school group's tour guides are volunteers who generously donate their time to this important educational program. As a courtesy to both the museum's staff and docents, please provide the lighthouse with at least 24 hours' notice of your intent to cancel your scheduled tour so we can notify our volunteers in a timely manner.

## Student Souvenir Packages

1. Do you plan to purchase Student Souvenir Packages for your students?
2. If yes, please submit a completed Student Souvenir Package Order Form with this Tour Registration Form. Payment is due on or before your scheduled tour date. Souvenir Order Forms may be submitted within three days of your scheduled tour date if needed.

## Additional Information and Staff Assistance

Please contact Programs Manager Mary Wentzel by phone at (386) 761-1821 ext. 18 or by email at [mwentzel@ponceinlet.org](mailto:mwentzel@ponceinlet.org) regarding any questions you may have regarding onsite school tours.