



Wethersfield Historical Society
150 Main Street, Wethersfield, CT 06109
 Phone: 860 529-7656 Fax: 860 563-2609

**PLEASE RETURN ONE COPY OF THIS
 FORM WITH YOUR PAYMENT**

SCHOOL GROUP RESERVATION FORM

Date of Visit:
 Day of week _____ Month _____ Date _____ Year _____

Time: _____

School: _____ Grade: _____

Mailing Address: _____

Contact Person: _____

Phone: School: _____ Cell: _____

of Students: _____ # of Teachers: _____ # of other adults: _____ Total group size: _____

Programs: _____

Schedule: _____

Special Arrangements: _____

Please meet in the parking lot of the Keeney Memorial, 200 Main Street, Wethersfield, CT 06109.

Gift shop visit? Yes No Special Needs: _____

Fee: \$2 per program _____ per student

Total fee due: \$ _____ Deposit of: \$ _____ Due by: _____

Wethersfield Historical Society is looking forward to your visit. This letter is a written acknowledgement of your reservation. To secure your reservation, **we must receive at least 50% of your total program fee one month prior to your scheduled visit**, unless other arrangements have been made. You will be notified if we do not receive your deposit. Please return one copy of this form with your deposit to Wethersfield Historical Society, 150 Main Street, Wethersfield, CT 06109.

*Cancellation Policy: Please make cancellations one week in advance of your visit. **In the event of a last minute cancellation or change, call Mary Pat Knowlton at 860 919-0654.** In the event of inclement weather, we will rely on you to cancel your reservation.*

If you have any questions or requests, please contact Mary Pat Knowlton, Education Coordinator, at 860 529-7656 or at marypat.knowlton@wethhist.org.

Office Use Only: Room(s) _____ Deposit _____ Full: _____