



Parkwood National Historic Site Group Tour Registration Booking Form & Cancellation Policy

To register your group, please complete the first page, review and sign the second page and return to info@parkwoodestate.com at least three weeks in advance. We are happy to accommodate last minute bookings whenever possible. For more information please call 905-433-4311.

Date of Visit: _____ Tour Time: _____

2nd Choice Tour Time: _____

Tour Choice: **Please Circle**

Auto Baron / Auto Baron & Private Spaces / Art Tour / Servant's Tour (Servant's Tour only available for groups of 10 and under)

Organization Name: _____

Contact Name: _____

Phone Number: _____ Email: _____

☐ I agree to allow Parkwood to contact me by email, and share information about upcoming promotions, events and information and I am aware that I can unsubscribe at any time.

Mailing Address: _____

Number of Guests: _____ Arrival Method: Bus/Car (circle)

Mobility Concerns: _____

Credit Card Number: _____

Expiration Date: _____ CCV: _____

Cardholders name: _____
(as it appears on the card)

Cardholders Signature: _____

A credit card number is required for booking purposes only. A 25% deposit will be charged to the card, with the remainder being charged upon arrival. There is no refund on any deposit unless the tour is cancelled with over 30 days notice.

Please notify Parkwood of any change in numbers. At least 72 hours notice is required for cancellation or changes in numbers without penalty on the balance remaining.

Any cancellations or reductions in numbers must be communicated a minimum of 72 hours in advance of the booking. Any changes past the cancellation date will be subject to payment of 75% of the tour cost.



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Emergency cancellations are subject to the approval of our Executive Director. Under all other circumstances, Parkwood must be notified in writing (email) as well as a phone call prior to the cancellation date for any changes in numbers or to cancel the reservation in full. If catering is involved you will be billed for the full amount of the last numbers confirmed.

Method Of Payment

Any outstanding balance is due upon arrival and must be made in the form of Visa, Mastercard, AMEX, Interac or cash. If you prefer you may have the full amount billed to your card at the time of booking.

Late Arrivals/Change in Numbers

While we will do our best to accommodate you, please be advised that if your group should arrive late, we cannot reduce the admission fee nor can we promise that your group will receive a full tour due to possible scheduling conflicts.

We allow a discrepancy of not more than three participants from the original number booked. If the discrepancy between the group size at booking confirmation and the group size at arrival is more than three, the group will be charged a cancellation fee of 75% of the full tour cost, for the difference greater than the allowed three.

Parkwood reserves the right to allow or refuse any group with more visitors than originally booked.

Chaperones/Supervision

For all youth and student groups, we require a ratio of 1 adult for every 9 youth. It is the responsibility of the chaperones/supervisors to ensure the proper conduct of their groups at all times.

Group Admission Rates (+HST)

Adults	\$12
Seniors (55+)	\$10
Youth (6-11)	\$10
Chaperone (for youth)	Free
Tour Operator/Bus Driver	Free

These rates cannot be combined with any other discount, program, coupon or special offer.

I have read and agree to all of the above and recognize that failure to adhere to these rules could result in refusal/removal of the group or the cancellation fees as mentioned in this policy.

Signature of Booking Contact

Date

Name