



## School Tour Reservation Form

Email to [tour@boothill.org](mailto:tour@boothill.org)

**\$5 Admission (Students, staff, and parents/guardians). One adult is required for every ten students. Tours are self-guided unless Living History Tour Guides have been requested AND CONFIRMED. The average tour duration is about 2 hours.**

**If you have any questions about your visit or our museum, please call us at 620-227-8188.**

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### School Information

School:

Date of Visit:

Point of contact:

Time of Arrival:

Email:

Grade of Students:

Phone:

Number of Students:

Mailing Address:

Number of Adults:

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### Additional Offerings

(Please provide quantities for gift bags and sarsaparilla.)

Shopping in BHM Gift Shop

Lunch on property

Preferred Lunch Time:

\$5 Gift Bags (Need to be ordered in advance so they can be prepared. Made at random. May include items such as postcards, wooden coins, pencils, stickers, candy, etc.):

Quantity (Please include staff if desired):

\$2.00 Sarsaparilla (If students will be purchasing their own sarsaparilla, we ask that you collect their money prior to arrival, so this can be settled as one transaction and not take time from their tour.)

Please select one of the following:

Packaged To-Go

Sarsaparilla in the Long Branch Saloon

Sarsaparilla with Lunch

Quantity (Please include staff if desired):



\_\_ \$25 (Per Guide) Living History Tour: A tour guide will be scheduled to take the students through the museum on their visit. One guide is recommended for every 10-15 students. Guides are not confirmed upon request. Based on availability and staffing.

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### Payment Method

Please select the preferred payment method (Please provide the appropriate email for the invoice to be sent.)

- Pay the Day of Arrival
- Invoiced

Email:

**All schools must have a copy of their Tax Exempt Certificate on file with Boot Hill Museum, please email a copy to [tour@boothill.org](mailto:tour@boothill.org). This must be done prior to your visit.**

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### Visitation Guidelines

(Please read and review the following for your visit.)

Before Your Visit:

1. Discuss proper museum etiquette with your group, no loud voices, no running, be courteous to other visitors, be respectful of the property, etc.
2. Please assign each of your students into groups of 10 or less. Each group should have at least one adult chaperone assigned to it. This will be your buddy group leader. We highly recommend dividing into groups before you leave your school.
3. Remind your adult chaperones to wear a watch or bring along some kind of timepiece, to help keep their group on schedule.

Upon Arrival:

1. Keep your students on the bus. The adult responsible for organizing the tour should first settle any remaining balance your group might have. Only after said adult receives instructions on how your group should navigate the museum should groups be unloaded.
2. If your group pre-ordered goodie bags, retrieve them in the Boot Hill Museum Gift Shop.
3. If your group plans on purchasing Sarsaparilla confirm with our Gift Shop Staff when, where, how you would like to retrieve your drinks.
4. If your group will be having lunch on the property, the Gift Shop Staff will indicate where lunch will be had and where the students' food can be stored during their tour.



Self-Guided Tour:

- Each adult buddy group leader will receive a Teacher's Guide and Map provided by Boot Hill Museum.
- This guide is full of lots of information for you to share with your students during the tour.
- Each group will start at a different location, those locations will be circled on the Teacher's Guide. Everyone should proceed in numerical order until they reach the end, then start at #1 until you have visited each location.

Pre-Scheduled Tour Guide:

- If you have **pre-scheduled** a private guided tour for your group, please meet your tour guide in the Lobby of the Grand Entrance of Boot Hill Museum at your designated time.

NOW you're ready to ***Relive the Legend!***

If you have any questions or need any assistance while you are visiting the museum, please notify any staff member of your needs.

**I have read and understand the museum procedures and guidelines**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_