THE JIMMY STEWART MUSEUM GROUP RESERVATION FORM

CONTACT: Ruth Barkey, Business Manager: rbarkey@jimmy.org or 724-349-6112

DATE OF TOUR: _____/_____/_____ **ARRIVAL TIME: _____**

CONTACT: _____ ***NOTE: LATEST GROUP ARRIVAL: 2:00 PM***

EMAIL: _____ **TELEPHONE #: _____**

GROUP NAME: _____

ADDRESS: _____

BUS DRIVER OR GROUP LEADER CELL #: _____

NUMBER OF GUESTS: _____ COMPS: _____ **SPENDING THE NIGHT? _____YES _____NO_____**

GROUP RATES APPLY TO GROUPS OF 15 OR MORE GUESTS: $8.50 PER PERSON

• ***IMPORTANT NOTE:*** *To maintain your day's schedule, it is important to note that buses unloading and loading at our site should build time for both arrival and departure into scheduling. It generally takes 15 min. for guests to depart their bus and be in the museum ready to begin, as well as return to their coach.*

• ***IMPORTANT NOTE:*** *Most group tours spend approximately 1 ½ - 2 hours at the Jimmy Stewart Museum.*

Include a showing of a Jimmy Stewart documentary in our vintage 50-seat theater:

☐ "Jimmy Stewart – Always Remember, Be Nice to People" (17 MIN)

IMPORTANT NOTE: *Only available from 10am- 12:30pm or after 3:00pm as we show a matinee at 1:00pm.*

Special Features available for groups: additional @ 2.50 EACH (*All subject to availability*)

• Hosted Museum Tour inside Museum _____ X $2.50 = _____

• Hometown Tour: Step-on guided tour of Stewart local sites (30 Min) _____ X $2.50 = _____

Group Fee Calculations: (15+ guests)

TOTAL NUMBER OF GUESTS _____ - 2 COMP = _____ X $8.50 = _____

Bus Parking Fee: To reserve bus parking in front of the museum, select the checkbox from the following options: ☐ $10 Fee: Standard Bus ☐ $15 Fee: Motorcoach Bus = _____

TOTAL AMOUNT DUE _____

PLEASE FILL OUT THE ABOVE FORM AND EITHER:

1) **Print out form and mail it w/ your check made out to *The Jimmy Stewart Museum***
   Send to: The Jimmy Stewart Museum 835 Philadelphia St., Indiana, PA 15701
2) **OR save this completed document & email it to: rbarkey@jimmy.org (call with payment information)**

FOR MORE INFORMATION ABOUT THE MUSEUM VISIT: www.jimmy.org
OR CALL THE MUSEUM AT: 724-349-6112 *(during business hours)*

ABOUT YOUR VISIT!

Additional Activities / Group Meals:
For help planning exciting additional activities or meals while you are in town, please contact the Indiana County Tourist Bureau. They will be more than happy to assist you.
Tourist Bureau Contact: www.visitindianacountypa.org, info@visitindianacountypa.org or 724-463-7505

Downtown Indiana:
We have a very vibrant downtown filled with great restaurants and unique stores. Be sure to build in extra time to explore, eat and shop in our quaint downtown!

MUSEUM HOURS: **MONDAY– SATURDAY:** 10 am – 4 pm & **SUNDAYS:** 12 Noon – 4 pm

Parking:
We will make prior arrangements for your bus to pull in front of the Museum on Philadelphia Street to unload and park during your visit. **NOTE:** ***buses may not idle during your visit.***

Photography:
Pictures are allowed but please note, flash photography and video are strictly prohibited.

Access for Physically Challenged Visitors:
Our entrance on Philadelphia St. is completely handicap accessible with an elevator to take you up to the Museum. A wheelchair is available for use in the Museum free of charge, on a first-come, first-served basis.

Jimmy's Hometown Tour: A 30 min. tour of important Stewart sites in Indiana.
PLEASE NOTE: When you head to Stewart's boyhood home, the bus is allowed to drive down to N. 7th Street—but the Bus may NOT turn around on 7th Street, instead it must back out.
If weather permits -- visitors are allowed to get out and take pictures of his home, if there is time.
PLEASE DO NOT KNOCK ON THE DOOR OR DISTURB THE RESIDENT.

Closing:
We are closed on the following holidays: New Year's Eve, New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve and Christmas Day.

In the event of severe weather, the museum may be closed or may open late. Please CALL the museum if you are ever in doubt @ 724-349-6112 or check our Facebook page for an update.

CANCELLATION POLICY:
If you must cancel, please do so at least two weeks before the scheduled date of your visit.
Non-refundable fee: *If you do not cancel within 2 weeks before your visit, and if you prepaid, there will be a non-refundable fee of $25.00. The balance of your payment (less $25) will be returned to you.*