



Carlyle House Historic Park Group Tour Registration Form

Please print or type and submit this form to Carlyle House in person or by email to Carlyle@NVRPA.org

Contact Name	
Group Name	
Mailing address	
State, ZIP Code	
Email	
Telephone	
Cell Phone (day of the trip)	
Number in group	

Scheduling: Carlyle House is open Monday-Saturday (Closed on Wednesdays), 10am-4pm and Sunday 12pm-4pm. Group tours may be scheduled anytime during these hours.

First Choice	Date:		Time:	
Second Choice	Date:		Time:	

Payment: Adult tour admission is \$4 per person for groups of ten (10) or more, with tour leader and bus driver receiving complimentary admission. **We require a 50% deposit for all group tours at time of booking to reserve the day and time of the program.** Final payment will be due a minimum of seven (7) days before the program date, along with final number of attendees. If the number of guests increases within seven days of the program, we will be able to add them to the program for the designated fee. If fewer guests attend than projected, we will not be able to refund the fee.

# in group (10 or more)		@ \$4/ person	
# in group (fewer than 10)		@ \$7/ person	
		Total:	

If paying by check make payable to: Carlyle House
 Mail to: 121 N. Fairfax Street
 Alexandria, VA 22314
 Email: carlyle@nvrpa.org

Cancellation: If you need to reschedule, please call 703-549-2997 at least 24 hours prior to your scheduled program. No refunds will be given for cancellations made less than 7 days before the scheduled program.

We look forward to sharing the Carlyle House with you and your group. If we may assist you with any arrangements or tailor the tour to a specific interest focus for your group, please let us know. If you have any questions please contact us at 703-549-2997 or email us at carlyle@nvrpa.org.

Special Interests:

Office Use Only—Date—Initials
Paid Deposit
Paid in Full