



DOCENT TOUR REQUEST FORM

Tour Information

Touring Institution:		Preferred date and time of visit:	
Your name:		Your Title:	
Phone number:		Email address:	
Age/Grade of attendees:		Number of youth visitors:	
Preferred tour length:*		Number of adult visitors/chaperones:**	

* Guided tours generally take 30 to 45 minutes. An additional 45 minutes may be added to incorporate hands-on activities.

** One adult chaperone is required for every 5 children. Maximum group size is 30 students or 20 adults.

What aspects (if any) of Renton's history would you like highlighted on this tour by our docents? _____

Does the group have any preexisting knowledge of Renton history? _____

Does anyone require special accommodations to assist in their tour of the museum? _____

Do you have any additional questions or comments? _____

Fee Calculator

	Cost per person	Number of guests	Total Cost
Child	\$5.00		
Adult	\$5.00		
Chaperone	FREE		
Grand total			

Minimum cost for a tour is \$40.

Tours must be booked and paid for 2 weeks in advance.

The Museum will provide an invoice upon completion of this form.

Please return completed forms by email or mail to:

Kim Owens, Public Engagement Coordinator
 235 Mill Avenue South
 Renton, WA 98057
 kowens@rentonwa.gov * Ph: 425-255-2335

DOCENT TOUR REQUEST FORM

**For Internal Use Only
To be completed after tour**

Date of Tour:		Time of Tour:	
Length of Tour:		Docent(s):	
Number of youth visitors:		Number of adult visitors/chaperones:	
Total Cost:		Invoice Paid:	