



Bishop Hill Heritage Association  
P.O. Box 92  
Bishop Hill, Illinois 61419

### CONFIRMATION OF TOUR ARRANGEMENTS

We would like to confirm the following arrangements with you for a group tour of Bishop Hill:

Name: \_\_\_\_\_

Phone number and/or email address \_\_\_\_\_

Mailing address \_\_\_\_\_

Tour Date: \_\_\_\_\_

# of Visitors: \_\_\_\_\_

Arrival: \_\_\_\_\_

Departure: \_\_\_\_\_

Walking Tour: Yes or No

**Tour price is \$4/person.** Escorts and drivers are complimentary. Additional adults are \$4/person. If you are scheduling a morning and an afternoon tour for the same day, the tour price is then \$6.00 per person.

**SCHOOLS: Reduced rate of \$1.00/student** — teachers and drivers are complimentary. Payment may be made upon arrival. **BHHA requires that a deposit of \$20.00 be made to hold tour date.** This deposit will be subtracted from your total tour cost on tour date. If there is a cancellation, tour deposit will be paid to guide. **It is the duty of the teacher or tour leader to collect fees from individuals prior to arrival and have the payment ready for the front desk volunteer.**

Our minimum tour price is \$20.00 per group. Maximum number of people per guide is 40 on a walking tour. Groups larger than 40 may be divided into smaller groups and assigned an additional guide. There is no minimum requirement for the number of people on a tour of Bishop Hill, but the minimum tour price is \$20.00. A second guide can be provided for groups smaller than 40 upon request. There is an additional \$20.00 fee for this service.

Please provide as much advance notice as possible should you need to cancel or change your scheduled tour. If you neglect to notify us of cancellation, you will be billed \$20.00 per guide to defray the cost of each costumed guide.

Changes or additional tour arrangements can be made by contacting:  
BISHOP HILL HERITAGE ASSOCIATION  
P.O. BOX 92  
BISHOP HILL, IL 61419  
309-927-3899  
bhha@mymctc.net

**Please sign, date, and return this form as soon as possible.**

X \_\_\_\_\_