



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:

Kate Dugdale Public Engagement Coordinator
 235 Mill Avenue South
 Renton, WA 98057
 kdugdale@rentonwa.gov * Ph: 425-255-2330

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:	