

TOUR APPLICATION REQUEST

Rubel Castle/Pharm/Rubelia
Glendora Historical Society
P. O. Box 532
Attn.: Docent Chairperson - Tours
Glendora, CA 91740

Group Name or Individual Name: _____

Organization: _____

Requested Date(s): 1. _____ 2. _____ 3. _____

(Week days only - select 3 possible days)

Circle your preferred time of tour: AM or PM

Number in Group: _____ Adults: _____ Minors: _____

Contact Person: _____

Contact Address/Phone: _____

How did you learn of this tour location? _____

Have you previously visited? _____ yes _____ no

If yes, when: _____

Is your organization a 501 (C) (3) Nonprofit Public Benefit Corporation? _____

Does your organization carry liability insurance? _____

If **yes**, attach a copy of your **Certificate of Insurance** documentation with effective date, carrier, & policy number with this application for processing.

If **no**, inform all tour participants that a **liability release sign-off** is required.*

All visitors under the age of eighteen must have the permissive signature of a parent or guardian.

(Pre-signed forms allow for on time tours)

*Please copy number needed per number of individuals in the group

BE AWARE: this property is not ADA accessible: because of stairs, tunnels & uneven surfaces

NOTE: As the representative of this group, I am aware and agree that any photographs, drawings, articles or news releases produced on or about this property are limited to individual use and no publication of such is allowed without prior written request for approval from The Glendora Historical Society.

Signature of Group Representative: _____

Date of Request: _____

Return this completed form 10 days prior to tour date to:

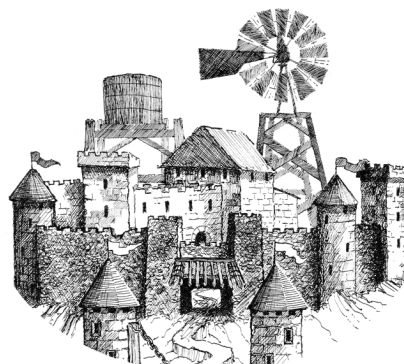
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For School Tours:

Please provide the docent leader on duty with a complete listing of all individuals participating in this activity at the tour site: Teachers, students and chaperones.

A donation of \$5.00 per person is suggested for Rubel Castle docent - directed tours: cash or checks - credit cards are not accepted.

NOTE: After a tour request has been confirmed, please advise 24 hours in advance if there is a need to cancel or reschedule your requested tour.



Glendora Historical Society is a 501 (C) (3) Nonprofit Public Benefit Corporation; State of California - 1407916

(Donations to GHS are tax deductible)