



GROUP RESERVATION REQUEST FORM

Group Tours can be requested up to one year in advance

Group requests are accepted by mail or fax only. **DO NOT RE-FAX!** To cancel a tour, call (202) 874-2330 or toll free 1-866-874-2330. The tour must be re-booked if ten or more individuals are added to the original request.

Name of Group: _____ FAX Number: _____
 (Confirmation will be faxed back to this number)

Mailing Address: _____ E-Mail address: _____

City, State, Zip: _____

Primary Contact Name and Phone Number: _____

Total Number in Group: _____ (not to exceed 50 guests per tour)

The BEP can only accommodate 100 guests per group/school/tour company per day.

Special Needs: (i.e. wheel chairs, hearing impediments, etc.): _____

Group Tour Times

Monday through Friday, excluding federal holidays and the week between Christmas and New Year's Day

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| <u>Jan - Dec</u> | <u>11:00 a.m.</u> | <u>11:15 a.m.</u> | <u>11:30 a.m.</u> | <u>11:45 a.m.</u> | <u>12:00 p.m.</u> | <u>12:15 p.m.</u> |
|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|

1st choice

_____ Day of week _____ Date _____ Time

2nd Choice

_____ Day of week _____ Date _____ Time

BEP Tour Scheduler
 e-mail: tourscheduler@bep.gov
 14th and C. Streets, SW – Room 151-M
 Washington, DC 20228
www.moneyfactory.gov

PHONE: (202) 874-2330 ● Toll Free: 1 (866) 874-2330 ● FAX #: (202) 874-6331