



THE MARSHALL HOUSE

2019 PRIVATE or GROUP TOUR BOOKING REQUEST

Please return both completed pages to tours@georgecmarshall.org

Guest/Group Name: _____

Requested Tour Dates(s): _____ or _____

Requested Tour Time: _____ **Number of Tour Attendees:** _____

Requested By:

Name:	
Daytime Phone:	
Email:	
Mailing Address:	

Brief Guest/Group Description:

Special Requirements:

Will any members of your group be unable to tour the second floor of the house? Yes No

Transportation Description: Bus Van Individual Cars Walk-in

Guest/Group Day of Tour Primary Contact: _____

Cell Phone: _____ E-mail: _____

Are you interested in hearing about The Marshall House events or opportunities for future group discounts? Yes No

Would you like to receive a GCMIC Newsletter at the above address? Yes No

How did you hear about The Marshall House? _____

THE MARSHALL HOUSE TOUR BOOKING 2019 -- PAYMENT INVOICE

GUEST CATEGORY	GUEST FEE	NUMBER OF GUESTS	TOTAL FEES
Individuals	\$20		
Seniors (65+)	\$15		
Students	\$5		
Active Military and Immediate Family (with ID)	Free		
Tour Booking TOTALS:			

Instructions:

Deposit for 10+ people (\$150.00) must accompany a reservation request. For tours less than 10 people, full payment is required at the time of booking.

Please call one week prior to your scheduled tour to confirm final number of attendees.

Deposit Payment:

Please make checks payable to *The George C. Marshall International Center*
Or payment by credit card (VISA, MC, or AMEX):

Card Number:			
Expiration Date:		Amount:	

Name as it appears on Card:	
Billing Phone Number:	
Billing Organization:	
Card Billing Address:	
Authorized Signature:	

Balance to be paid on day of tour via: CHECK CHARGE CASH

Please provide payment of the balance due one week before your tour via one check, charge, or lump sum cash payment. Thank you so much for your cooperation!

BOOKING CONFIRMATION for STAFF USE:

Booking Confirmed By:	Date:	Deposit Rcvd:
GCMIC Contact Name:		Final Payment Rcvd:
Phone Number: 703.777.1301	Email: TOURS@georgecmarshall.org	
Confirmed and Booked Event Date(s)/Time:		

The George C. Marshall International Center is a 501(c)(3) non-profit organization. 96% of proceeds from contributions, programs and events support our education programs and help us preserve The Marshall House and gardens.
312 East Market Street, Suite C • Leesburg, Virginia 20176 • phone 703.777.1301 • <http://www.georgecmarshall.org>