



SYMPHONY HALL GROUP TOUR REQUEST 2011-2012

All groups, over 10 participants, requesting a Symphony Hall tour are asked to make reservations. We must receive this form **no less than three weeks prior to your visit**. We will contact you when a tour is confirmed.

Date: _____

Group Name: _____

Tour Operator Name: _____

Tour Company Name (if applicable): _____

Tour Company Operator Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ E-Mail: _____

Group Leader/Contact: _____

Local Contact (if different): _____ Phone: (____) _____

Group Count/Size: _____

Descriptive of Group (i.e. Age(s), interests, music affiliation and/or any information that would be relevant, etc.):

Please list three preferred tour dates/times:

1st Choice	2nd Choice	3rd Choice
Date: _____	Date: _____	Date: _____
Time: _____	Time: _____	Time: _____

Guidelines and Restrictions:

- Minimum group participation of 10 and a maximum of 150 people including chaperones.
- Tours for local, Boston-area elementary schools, high schools and youth/education community groups and/or organizations are **FREE**. **This does not include college/university groups.**
- Group tours will be charged a fee of \$7 per person, which must be paid in full one week prior to the scheduled tour.
- Groups attending a Boston Symphony Orchestra concert in Symphony Hall within one week of the tour will be charged a reduced fee of \$2 per person.
- No tours can be scheduled on Sundays or Holidays.
- Tours must be scheduled during times when Symphony Hall is not otherwise in use by the Boston Symphony Orchestra.

General Information:

Tours last approximately 1 – 1.5 hour(s), depending on the group. Experienced volunteer guides explain the historical background of Symphony Hall, the Boston Symphony Orchestra, and the Pops. The tour schedule may be adjusted to meet any special arrangements and/or needs and may also be tailored to the needs of the group.

You will be contacted as soon as your tour has been scheduled. Cancellations must be received 48 hours in advance; after that time, full payment will be required.

Please send this reservation form to:

Office of Volunteer Services - Group Tours

Please use one of the following options:

- **Mail:** Attn: Laura Sancken, Symphony Hall, 301 Mass. Ave., Boston, MA 02115
- **Fax:** (617) 638-9266 (please contact Laura Sancken at lsancken@bso.org or 617-638-9394 after sending the fax for immediate response)
- **E-mail:** bsav@bso.org.

Symphony Hall Tours are a project of the Boston Symphony Association of Volunteers.