



GROUP RESERVATION REQUEST FORM

Group Tours can be requested up to one year in advance

Group requests are accepted by e-mail or mail. 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: _____

Mailing Address: _____

E-Mail address: _____
(Confirmation will be emailed back to this address)

Primary Contact Name and Phone Number: _____

Total Number in Group: _____ (not to exceed 55 guests per tour time)

The BEP can only accommodate 110 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

<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
Mailing Address: 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: 202-874-4429