



89 East 2nd St, 2nd Floor, Brooklyn, NY 11218
 (347) 903-8687 • info@turnstiletours.com • turnstiletours.com

Tour Reservation Form

Please complete this form and return it using the contact information on the following page.

Tour Program	Brooklyn Navy Yard Tour	Date of tour	Wednesday, March 15, 2017
Customer name	NYC College of Technology	Time of visit	2:30-4pm
Group Leader	Sean Macdonald	Expected # of attendees	15
Telephone		Required minimum #	15
Email address	smacdonald@citytech.cuny.edu	Max. # of attendees	32
Address		Cell phone (day of tour)	
City			
State		ZIP	

Name of Package	BNY Highlights - 1.5 hours (Bus)	Transport	BNY Bus
Includes Tour(s)	Urban Ecology Tour	Meeting Location Brooklyn Navy Yard Center at BLDG 92, corner of Flushing Ave and Carlton Ave, Brooklyn, NY 11205	
Food	None		
Length of visit (hrs)	1.5	Notes Office use only	
Rate per person	\$21.00		
Subtotal	\$315.00		
Adjustments	\$0.00		
Estimated total	\$315.00		
Deposit due	\$0.00		

Tour Notes (Please note any special needs, accommodations, dietary restrictions, celebrations, or interests)

Tour Description and Fees

The fee for this tour is \$21 per person, with a minimum occupancy of 15 people. Participants will be required to purchase tickets in advance using the link provided, and they will receive a confirmation message and directions. This is a customized 90-minute tour of the Brooklyn Navy Yard focused on topics related to the Environmental Economics class, including urban ecology, sustainable architecture and infrastructure, and industrial development and manufacturing.

Payment Info

This information will be detached and destroyed after processing

Make checks payable to "Turnstile Tours"

Circle Payment Type: **Visa MasterCard American Express Discover Check**

Name on card		Exp. Date	
Credit card number		Security Code	

Cancellation and Rescheduling Policies

The Customer understands and agrees that this tour proceeds rain or shine and that the tour will not be cancelled or rescheduled due to inclement weather unless such weather constitutes a dangerous situation for attendees, in which case the tour will be rescheduled to another date as agreed upon by Turnstile Tours and the Customer. The Customer also understands and agrees that Turnstile Tours is holding the date and time of the visit specifically for your group. Therefore, once Turnstile Tours receives a deposit for the tour, the Customer understands the following cancellation policies: a cancellation by the Customer 30 days or more in advance of the visit will result in a full refund. A cancellation between 8 and 29 days of the visit may result in a \$100 administrative fee. Cancellation within 7 days of the visit may result in loss of the deposit and/or the cost of any pre-ordered food and staffing costs, whichever is greater. Turnstile Tours strives for customer satisfaction and will attempt to accommodate any schedule changes within reason.

Limits on Liability

The Customer acknowledges that they are aware that this tour, in addition to the usual dangers and risks inherent, has certain additional dangers and risks, some of which include: physical exertion for which attendees may not be prepared, weather extremes subject to sudden and unexpected change, and food provided by third parties. For tours during which food is served, Turnstile Tours is not a licensed food handler nor any type of guarantor of food safety. While every effort is made to accommodate special dietary needs by addressing customer concerns with the food vendors, decisions affecting food safety and customer health are the responsibility of the customer or the legal guardian of the customer who alone assumes the inherent risks thereof. Turnstile Tours shall assume no liability for any matters related to food safety. The Customer fully comprehends and accepts all of the risks associated with participation in the tour offered by Turnstile Tours including, without limitation, injury or death resulting from exposure to unfavorable weather conditions, food sickness, allergic reactions, choking, and injuries arising from accidents or mishaps, other participants, motor vehicles, and pedestrians. The Customer understands and accepts that the tour offered by Turnstile Tours takes place in public venues under conditions largely beyond the Company's control. The Customer accepts all the inherent risks of the proposed tours and the possibility of personal injury, death or property damage or loss resulting therefrom. The Customer acknowledges that the enjoyment and excitement of the proposed form of tour is derived in part from the inherent risks incurred by travel and activity beyond the accepted safety of life at home or work, and these inherent risks contribute to such enjoyment and excitement, being a reason for attendees' participation. The Customer agrees to hold neither Turnstile Tours, nor its Staff members, nor any business or its staff included in the visit liable in any way should any harm come to any attendees. The Customer also agrees that Turnstile Tours can require attendees to sign a waiver in order to reasonably indemnify itself against liability and deny admission to any attendee that refuses to sign the waiver.

Accepted and agreed:

Name (please print) _____

Signature _____

Date _____

**Please print out this private tour contract and return a signed copy to Turnstile Tours
via fax at (718) 305-1508
via email at info@turnstiletours.com
or by mail: Turnstile Tours, 89 East 2nd Street, 2nd Floor, Brooklyn, NY 11218.**

Thank you for your reservation! We look forward to hosting you on a tour!