

To Reserve your Group Tour of Parliament:

Please fax this completed RESERVATION request form to (613) 995-1309.

If you have any questions, please call (613) 996-8096.

Please Note Before You Reserve:

Tours are subject to *cancellation* due to parliamentary activities. These activities may also affect the *duration* and *content* of tours. Schedules and tour routes are subject to change *without notice*. Please consult the **Parliamentary Calendar** for information regarding parliamentary activities.

Please arrive 10 minutes prior to your tour. Late groups are subject to a \$100 No-Show fee and cancellation of your tour. If you wish to cancel your tour, you must do so two (2) weeks prior to your scheduled date. Changes made after the two (2) week deadline are subject to a \$100 Late Cancellation fee.

For all reservations, PLEASE FILL OUT THE FOLLOWING:

Reservation requested by (name of organisation):	
Street:	
City:	Province:
Postal Code:	Tel.: ()
Fax: ()	Alt. Tel.: ()
Name on Credit Card (please print): _____	Credit Card Number (mandatory): <input type="checkbox"/> Amex: _____ <input type="checkbox"/> Visa: _____ <input type="checkbox"/> MasterCard: _____ Expiry Date: _____
<i>I acknowledge that a \$100 No-Show and Late Cancellation fee will be charged to the credit card number provided should I fail to cancel the reservation before the two-week deadline and/or I fail to show up for the tour.</i>	
Signature: _____	
Organisation Contact (person booking the reservation):	
Title / Position:	

RESERVATION INFORMATION
(50 is the maximum number of visitors per tour.)

GROUP I.D. (for commercial companies)	LANGUAGE (French/English/ other)	NUMBER OF VISITORS	DATE REQUESTED	TOUR TIMES REQUESTED (please provide 2 alternatives)

Please note that school group reservations must also submit page two.



For School Group Reservations:
(This information is mandatory for all school groups.)

School Name:	
Teacher Contact:	Grade / Cycle (QC):
Street:	
City:	Province:
Postal Code:	Tel.: ()
Fax: ()	Alt. Tel.: ()

All school groups must choose one of the following options for their guided tour:

(Please note that tours of the Centre Block are offered throughout the year, and school groups visiting Parliament from **September to April** may choose "Searching for Symbols" or "Follow that Bill.")

- Regular Tour of Parliament (for any grade level)
- "Searching for Symbols" Tour [optional for grades K-3 (Primary cycles 1-2 in Quebec) only]*
- "Follow that Bill" Tour [optional for grades 4-6 or (Primary cycles 2-3 in Quebec) only]*

*For details on these specialized educational tours, please visit:

www.parl.gc.ca/education

Please describe any additional requirements below, or contact us at (613) 996-0896.

