

## Parke County Step-on Tour Guide Contract

Parke County Incorporated/Parke County Visitors Center

765-569-5226

neysa@coveredbridges.com

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- Tours will depart from and return to the Parke County Visitors Center (401 E Ohio St. Rockville, IN 47872) unless otherwise requested by the client.
  - Please arrive at the Visitors Center 10 minutes prior to scheduled departure time.
  - Client is responsible for providing transportation and all incidental costs (park entrance fees, additional on-location tours, etc.)
  - Booking fee: \$50, payable to Parke County Inc. Additional booking fees may apply. Payment due no later than 30 days before the scheduled tour.
  - Tour Guide Fees should be paid directly to the tour guide upon completion of the tour.

Group/Organization: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Date requested: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

Length of Tour:

\_\_\_\_\_ 1.5 hour (\$75 Tour Guide Fee)

\_\_\_\_\_ Half Day/3 hour (\$150 Tour Guide Fee)

\_\_\_\_\_ Full Day/6 hour (\$300 Tour Guide Fee)

Custom: \_\_\_\_\_ hrs

Route Selection: \_\_\_\_ North \_\_\_\_ South \_\_\_\_ Custom

If custom, please list the details of your planned route:

\_\_\_\_\_

Number of Passengers: \_\_\_\_\_

Vehicle Type: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Length: \_\_\_\_\_

Special Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Booking fee invoices will be sent to the client's contact email. Payments may be submitted online or checks can be mailed to: **Parke County Inc. PO Box 165 Rockville, IN 47872**

**Cancellation policy:** Tours canceled less than two weeks before the scheduled date will not be eligible for refund.

**For office use only:** Tour Coordinator: \_\_\_\_\_ Tour Guide: \_\_\_\_\_