



Carlyle House Historic Park Group Tour Request Form

Please print or type and submit this form to Carlyle House in person or by email to Carlyle@NVRPA.org

Contact Name	
Group Name	
Mailing address	
Email	
Cell Phone (day of contact)	
Number in group	

Scheduling: Carlyle House is open Monday-Saturday (Closed on Wednesdays), 10am-4pm and Sunday 12pm-4pm. Group tours may be scheduled anytime during these hours.

First Choice	Date:		Time:	
Second Choice	Date:		Time:	

Payment: Adult tour admission is \$5 per person for groups of ten (10) or more, with tour leader and bus driver receiving complimentary admission. **We require a 50% deposit for all group tours at time of booking to reserve the day and time of the program.** Final payment will be due a minimum of seven (7) days before the program date, along with final number of attendees. If the number of guests increases within seven days of the program, we will be able to add them to the program for the designated fee. If fewer guests attend than projected, we will not be able to refund the fee.

# in group (10 or more)		@ \$5/ person	\$
# in group (fewer than 10)		@ \$7/ person	\$

If paying by check make payable to: Carlyle House

Mail to: 121 N. Fairfax Street
Alexandria, VA 22314

Email: carlyle@nvrpa.org

Credit Card payments can be made over the phone at 703-549-2997 during our open hours.

Cancellation: If you need to reschedule, please call 703-549-2997 at least 24 hours prior to your scheduled program. No refunds will be given for cancellations made less than 7 days before the scheduled program.

We look forward to sharing the Carlyle House with you and your group. If we may assist you with any arrangements or tailor the tour to a specific interest focus for your group, please let us know. If you have any questions please contact us at 703-549-2997 or email us at carlyle@nvrpa.org.

Special Interests:

Office Use Only—Date—Initials
Paid Deposit
Paid in Full

Please Note:

Unfortunately in order to preserve the historic integrity of the Carlyle House, portions of the house are not wheel chair accessible and the use of stairs is necessary for the tour. If you have any questions regarding this, please feel free to contact us.

As you may be aware, there is no parking at Carlyle House, but there are several parking garages in the area, as well as on-street parking. Please ensure any transportation providers have this information.

Buses: All buses must register on the city website and park in one of 2 designated places. There are separate areas also designated for loading and unloading passengers. Although the parking permit requires a login, it is free to register, and you print your pass out online.

Alexandria City Motorcoach Website: <http://alexandriava.gov/Motorcoach>

The closest passenger unloading area to Carlyle House is on Market Square: 300 block of King Street (5 spaces), north side, westbound, between Fairfax and Royal Street. The closest parking area to Carlyle House is Waterfront Parking: 500 Block of North Union Street (4 spaces) Between Oronoco and Pendleton Streets, east side, northbound: 3 hour parking.

If you have any questions concerning your upcoming visit, or if we may assist you in tailoring your tour to you groups special interests or needs, please contact us at Carlyle@NVRPA.org. More information about Carlyle House and Alexandria can be found at www.carlylehouse.org or www.visitalexandriava.com.

We look forward to seeing you at Carlyle House!