From:	Reservations
To:	Lyndele von Schill
Subject:	Monticello Group Order #
Date:	Tuesday, September 16, 2014 9:07:00 AM

Thank you for your interest in bringing your group to visit Monticello. Your confirmation number is 62184.
Please review your attached order confirmation for accuracy. If your reservation is not correct, please contact the Reservations Office immediately.

IMPORTANT INFORMATION ABOUT YOUR TICKETS
Please be sure to arrive at least 45 minutes prior to your first tour time. Should your group arrive late; your group will be given the next tour time. On high visitation days, this could significantly delay or prevent entry into the House. Please review this for accuracy, print it out and bring it with you to the Reservations Office to receive your tickets. The group should remain on the bus or in the courtyard during group check-in. The group leader must have the total number of adults and students available for check-in. Monticello will not reduce group numbers after tickets have been issued.

The House Tour is the only reservation needed though your admission allows you the option to visit the gardens and grounds and tour our visitor center which in addition to new galleries, a museum shop and café, hosts a short film. The time of your reservation is when you should be at the East Walk, the area directly in front of Monticello, where House Tour groups form. You will be admitted to the house according to the time printed on your ticket. With rare exceptions, you can expect your Tour to begin within 10 minutes. Please note that if you are late for your reserved timeslot, you will be assigned to the next available Tour, as space allows; some days this could mean a significant wait, or if all timeslots are filled, the issuance of a Grounds ticket only (no House Tour). Reservations and tickets are valid only on the date specified. There are no refunds unless the Tour is canceled by the Thomas Jefferson Foundation.
Other Guidelines
* Bags and Backpacks. None exceeding 11 x 15 x 6 inches are allowed beyond the Shuttle Station.
* In the House. Eating, drinking, chewing gum and using tobacco products are prohibited. Cell phones and other electronic devices must be turned off. Still photography, filming, and video recording are prohibited. Visitors are urged not to touch or lean on walls or furnishings.
* On the Grounds. The West Lawn is open to visitors; otherwise visitors are asked to remain on designated paths and trails. Smoking is not permitted near the house or its dependencies and terraces.
* Photography: Still photography, filming and video recording for personal use are permitted on the grounds of Monticello. No photography of any kind is allowed inside the house.
* Smoking. Monticello is a smoke-free site.
* Visiting with students. Students must be accompanied by a chaperone at all times.

Billing Information

Payment

Lyndele von Schill
520 Edgemont Road
CHARLOTTESVILLE, VA 22903
4342960308
lvonschi@nrao.edu

Phone Transaction

Your Order
Order Date: 09/05/14

Item

Price

Quantity

Total

ADULT

* Adult Group House Tour
* 10/15/14 3:45:00 PM

$25.00

12

$300.00

Subtotal:

$300.00

Tax:

$0.00

Shipping:

$0.00

Order Total:

$300.00

Thank you for visiting monticello.org. If you have questions call 1-434-984-9800

Customer Support