

## The Old Jail Museum & Heritage Center, Inc.

128 West Broadway  
Jim Thorpe, PA 18229  
(570) 325-5259 / OldJailJT@gmail.com  
www.TheOldJailMuseum.com

### 2019/20 Group Tour Policy – For Groups of 15+

- \* May be scheduled Mid-May through October
- \* Groups must be scheduled between 8:30am – 11am (must be completed by noon)
- \* Times & Dates Subject to Availability
- \* Admission Price: \$10 Adults ... \$8 Student 13 - 17 / Seniors 65+ ... \$5 Children 6-12
- \* Tour Length: 35-45 minutes
- \* Only 50 of your group may be accommodated in the jail at a time
- \* Private Group Tours for Fewer than 15 = Regular Admission fee + \$100

#### Request Availability

- \* Email your requested date and time along with the estimated number in group

#### Payment: Cash / Check / Charge

- \* \$25 deposit will secure your date
- \* 1/2 of Balance Due is due 5 weeks before your scheduled date
- \* Remaining Balance Due 7 days before your scheduled date.
- \* All tours must be paid in full before your scheduled date.

#### Confirm Your Tour:

- \* Please fax or e-mail your acceptance/confirmation
- \* Your tour is placed on our tour calendar only when we receive your completed reservation form, we receive your deposit, & we email you the confirmation

#### Cancellations / No Show:

- \* Guides are scheduled specifically for your group
- \* We will try to accommodate a new proposed date/time, but cannot guarantee availability.
- \* Cancellations must be made by email & are only finalized when we reply acknowledgement
- \* Group tour may cancel within 15 days of your reservation with no penalty
- \* A \$25 late cancellation fee will be imposed for cancellations received less than 10 days before your scheduled date.
- \* Group cancellations with less than 48 hours notice:
  - your group is responsible for 1/2 the cost of the scheduled tour
- \* If your group does not show up on your scheduled date(s) at the scheduled time(s), your group is responsible for the FULL amount. NO REFUNDS.
- \* If less people show up than scheduled, & you have not emailed us at least 7 days before your scheduled tour, or we have not confirmed, you are responsible for paying for the original number scheduled. NO REFUNDS

#### Arrive on Time!

- \* Groups are responsible for arriving at your scheduled time
- \* Please carefully review helpful tips
- \* Please carefully review driving directions.
- \* We cannot extend the length of your guided tour because of late arrival
  - \* If you are going to be late, please CALL (570) 325-5259
  - \* Late groups are still responsible for paying the full amount. NO REFUNDS
  - \* Groups later than 15 minutes will be scheduled at our earliest convenience & if there is available space around other groups, patron's, & our staff availability
- \* If you are later than 1/2 hour & you have not called us & we have not confirmed other arrangements for your group, the guides scheduled for your tour will be sent home & if we have no other tours scheduled, the jail will be locked.

Parking: (including **Bus Parking:**

\* Our very small lot is up our driveway, alongside our building can accommodate cars. On a day when we are not open to the public, a small passenger van usually can fit.

\* There is **NO** reserved space for bus drop off or parking in the vicinity of the jail, unless a section of on-street spaces are empty (which is highly unusual). The roads around Jim Thorpe were originally built for horse & buggy. They are very winding and narrow. It is the **sole responsibility of the driver** to determine a safe and legal spot to load and unload passengers. The area in-front of the jail building is a yellow curb (no parking) and just beyond a blind curve where cars travel very fast. No vehicle can park in front of our neighbor's lot entrance. Recently, a bus was ordered to move by the police because of being stopped in a hazardous location. The bus may find a place to turn around in vacant lots further up the street.

\* At no time should passengers be dropped off or picked up on the opposite side of the street from the jail. It is very dangerous for groups to be crossing the street in this area.

**Please make sure your bus drivers receive the enclosed parking directions.**

\* It is highly suggested that a bus / oversized vehicle park **BEHIND THE TRAIN STATION** in the (Carbon County Lot for a small fee) and load/unload passengers. The jail is about a 5 block walk from the train station & the majority of visitors to the jail walk from this parking area. There are many shops along the way (toys, candy, ice cream, coffee, juice) for visitors to enjoy as they stroll to the jail. Most guests can make the (gradual uphill) walk to the jail in about 15-20 minutes (unless they stop to shop). This parking location is also an easy walk to the Mansion, St. Mark's Church, Train Rides, & the Mauch Chunk Museum. All attractions are a couple block walk from each other, and many visitors enjoy visiting another attraction or two in addition to the jail.

\* If a guest has trouble walking, there are maybe an *Uber / Lift* available. We only have a couple *Ubers /Lifts* in our small town, so advanced planning is suggested.

Helpful Tips:

- If your group has more than 50 people, we suggest you also schedule to visit the Asa Packer Mansion, The Mauch Chunk Museum, and/or St Mark's Church. Divide you guests into groups. One group may visit The Old Jail while the other group(s) visit(s) another attraction(s). Then the groups switch places.

- If you also visit the Asa Packer Mansion or St. Mark's Church, allow approximately 30 minutes for visitors to move from there to the Old Jail. If you also visit the Mauch Chunk Museum, allow 15 minutes between attractions. The same time needs to be allowed whether coming on foot or by vehicle. Buses may drop off & pick up their guests in front of the Old Jail, or your bus may park at the main parking area behind the Railroad Station (Welcome Center) and walk to the Old Jail (allow a 30 minute walk).

- There are many eating places in town for either fast or relaxed lunches, and there are also picnic benches in the park in front of the Railroad Station which many groups use. For a sit-down meal with your group, please allow 1 ½ hour for your guests to eat and get to the jail.

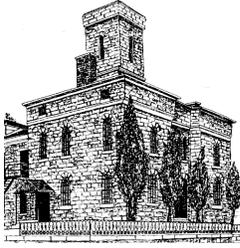
- The Old Jail Museum has ONE bathroom. It is advised that your guests use facilities before arriving. Public restrooms are available in the Train Station.

If you have any questions, please give us a call or send an email.

We look forward to meeting your group share our history and mystery! Thank you!

See you in Jail...

*The Old Jail Museum*



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**GROUP RESERVATION REQUEST** – please fill out, sign, & return

Group Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

<u>Dates</u>	<u>Time</u>	<u>Number Of Guests</u>			
_____	_____	____ Adults	____ Senior	____ Student	____ Child
_____	_____	____ Adults	____ Senior	____ Student	____ Child
_____	_____	____ Adults	____ Senior	____ Student	____ Child
_____	_____	____ Adults	____ Senior	____ Student	____ Child

Arriving by: \_\_\_\_ Walking \_\_\_\_ Bus \_\_\_\_ Van \_\_\_\_ Car # of vehicles \_\_\_\_\_

If coming by Bus: (so we can confirm parking instructions)

Company Name: \_\_\_\_\_ Contact / Driver: \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Payments to be made by: \_\_\_\_ Credit Card \_\_\_\_ Check

Other places/ times that you are scheduling while in our area:

\_\_\_\_\_  
 \_\_\_\_\_

**Road Detour Information:** Until about June 2020, Rt. 209 between Lehighton & Jim Thorpe is closed to all traffic from 8a.m. to 3:30 p.m. Monday through Friday. Note that the detour will take an additional 25 minutes. Please ask if you need help planning your route to Jim Thorpe,

\_\_\_\_ Our group has read & received the 2019/20 Tour Policy

\_\_\_\_\_ Signature \_\_\_\_\_ Date

\* If the date(s) you requested are available we will send you a confirmation by email & ask for your payment info. Please do not email credit card numbers. Thank you!

For internal use only:

\_\_\_\_\_ Confirmation Sent \_\_\_\_\_ Deposit Received \_\_\_\_\_ Date Placed On our Calendar