



115 Derby Street • Salem, MA 01970 • (978) 744-0991 • groups@7gables.org

2026 Group Travel Contract

Customer:

«PATRON_NAME»
«PATRON_ADDRESS»
«PATRON_CITY», «PATRON_STATE»
«PATRON_ZIP»

Order contact:

«CONTACT_NAME»
«CONTACT_ADDRESS»
«CONTACT_CITY»,
«CONTACT_STATE»
«CONTACT_ZIP»
«CONTACT_PHONE»

We look forward to your visit on «**RESERVATION_DATE**». Check-in time is «**ARRIVAL_TIME**». **Your tour will begin at <<TOUR_TIME>>.**

Your current reservation is for «**NUMBER_OF_VISITORS**» total visitors.

We will need the final visitor count no later than «**FINAL_COUNT_DUE_DATE**».

The order balance of «**ORDER_TOTAL**» is due on «**ORDER_BALANCE_DUE_DATE**».

TERMS AND CONDITIONS (Please note special terms and conditions for October visits are outlined on page 3)*:

Payment:

- Full payment is due two weeks (14 days) before reservation date.
- Payment can be made by Visa, Mastercard, American Express, Discover, or check. If mailing a check, please allow extra shipping time for the check to arrive no later than one week before your booking.
- If paying by check, the check must reflect amount due for the day-of visitor count.
- Failure to pre-pay two weeks (14 days) before your reservation date will cancel your booking and space will be made available for new bookings.

Check-in process:

- The group is **required to check in 15 minutes prior** to the start of their tour. Check-in time is listed above. Regardless of experience type, **ALL** visitors are required to be oriented before they can proceed with their visit.
- One of our staff members will meet your group on the bus to explain the rules. Please stay on the bus.

Late Arrivals: A group is considered late if they arrive **after** their scheduled tour check-in time.

- Call our Admissions staff 978-744-0991, x116 as soon as it becomes clear you are not running on schedule on the day of your visit. We will do our best to make accommodations.
- We will do our best to accommodate the group, but not guaranteed for late arrivals. If we are unable to accommodate a later tour time, late arrivals will be allowed self-guided access to the gardens and grounds **BUT WILL NOT** be granted access to the interior of The House of the Seven Gables.
- If a group does not arrive at the scheduled check-in time for any reason, we will release the reservation to our walk-in visitors.

Cancellation Policy:

- Should you need to cancel your reservation, notify us via email (groups@7gables.org) at least three days (72 hours) prior to the date of the reservation.
- Cancellations made more than three days (72 hours) in advance will be fully refunded.
- Cancellations made less than 3 days (72 hours) before reservation will be non-refundable.

Final Count:

- A final visitor count is required no later than two weeks prior to the reservation.
- If paying by check, ensure the amount reflects the accurate day-of visitor count.
- Day-of additions will not be accommodated.
- If day-of attendance does not reflect the headcount due to a decrease, **refunds will not be issued.**
- Any group with more than 90 people must do the Self-Guided Gardens and Grounds experience.

Complimentary Admission Policy:

- Professional tour escorts and bus drivers accompanying adult groups receive complimentary admission.
- Student Groups: One chaperone per 10 students is complimentary and required for admittance. Chaperones must always stay with their assigned students.

Parking:

- Free bus parking is available on a first come, first serve basis while a group is visiting the site. There are four bus spaces in our lot.
- Bus engines are to be turned off whenever possible.

Picnic Areas:

- Please note that picnic areas are NOT available at the House of the Seven Gables.

Food and Drinks:

- No food, drink, or chewing gum is allowed inside any of the historic buildings.
- Water is allowed in the historic buildings.

Backpack Policy:

- For the courtesy and safety of other guests and the historic property, we ask that all backpacks and large bags be left on the bus. Exceptions to this policy are chaperones or students transporting necessary medical or personal items.
- The House of the Seven Gables is not responsible for the storing of backpacks, shopping bags, or other large items. Please plan accordingly to store personal items on the bus.

Property Damage Policy

- Any damage to The House of the Seven Gables property caused by deliberate or reckless acts is the group's responsibility. Tour Operator/Group Leader will be notified of reported damage within 48 hours.
- Any cost associated with repairs and/or replacement of property will be invoiced to the group and payment will be due within 10 days of issue.
- If payment is not received, the group will be banned from The House of the Seven Gables.

2026 Pricing

- October pricing will be the same price for all groups.

Receptive Tour Operator (RTO) – Lowest price offering because it impacts their profit. Companies must self-identify, otherwise assumed to be PTO.

Ticket Type	Jan 1- Sept 30, Nov 1- Dec 31	October
Adult	\$18	\$28
Senior (65+)/Student (college & grade school)	\$16	
Child (5-12)	\$14	
Child Under 5	free	
Grounds Pass (in/off season)	\$8/4	

Professional Tour Operator (PTO) – major companies. Discount offered due to volume of guests they bring and reliability of regular annual business.

Ticket Type	Jan 1- Sept 30, Nov 1- Dec 31	October
Adult	\$19	\$28
Senior (65+)/Student (college & grade school)	\$17	
Child (5-12)	\$15	
Child Under 5	free	
Grounds Pass (in/off season)	\$9/4	

Non-Professional Tour Operator (NPO) – e.g, schools, Girl Scouts, clubs, etc.

Ticket Type	Jan 1- Sept 30, Nov 1- Dec 31	October
Adult	\$20	\$28
Senior (65+)/Student (college & grade school)	\$18	
Child (5-12)	\$16	
Child Under 5	free	
Grounds Pass (in/off season)	\$10/5	

Private tour for less than 10 (group minimum): \$400

*OCTOBER POLICIES:

October Reservations

- A full tour buy-out at the retail rate is required for tours in increments of 18 (headcount to include driver and tour escort comps). Buyouts would be available incrementally for 18, 36, 54, 72, and 90 visitors (including driver + TD comps).

Payment

- All October bookings require pre-payment two weeks (14 days) before your scheduled reservation.

- Payment can be made by Visa, Mastercard, American Express, Discover, or check. If mailing a check, please allow extra shipping time for the check to arrive no later than one week before your booking.
- Failure to pre-pay two weeks (14 days) before your reservation date will cancel your booking and space will be made available for new bookings.

October Cancellation:

- All payments in October are final.

October Check-in requirements:

- Check-in at least 20 minutes prior to reservation time. Expect heavy traffic getting to Salem in October. Check-in time is listed above. October at The House of the Seven Gables is busy and crowded. You will need extra time for check-in to navigate crowds, provide ample time to distribute tour tickets, divide into tour-groups, and use restroom facilities.
- One of our staff members will meet your group on the bus to explain the rules. Please stay on the bus.

Late Arrivals: A group is considered late if they arrive after their scheduled check-in time.

- Space on later tours will not be available for late arrivals. Late arrivals will be allowed self-guided access to the gardens and grounds **BUT WILL NOT** be granted access to the interior of The House of the Seven Gables.

Acknowledgement:

- **Once a contract has been sent out, we will regard the reservation as confirmed, signed or not, unless otherwise noted.**
- **Keep a copy of this document for your records.**

Signed: _____ **Date:** _____

Company: _____