

ORGANIZATION VISIT FORM



Dear Group Leader:

Based on the information you provide below the club will make every effort to accommodate your organization's visit. There may be group size, dates and times that at the club's discretion we can't accommodate. Please complete this form as far in advance of the planned visit date as possible and return the completed form to contact@avmrc.com. The club is open to the public on Wednesdays 1-3 pm and Saturdays 10-2 pm. We recommend that groups request visits on these days but outside of the public open times.

- Name of organization
- Address of organization
- Point of contact name, phone number and email
- Number in party
- Average age (e.g., senior adults, kids)
- Date when you would like to visit. Alternate (weather) date.
- Approximate time of arrival
- Approximate time to stay on site
- Do you want a presentation (minimum 30 minutes, max 1 hour depending on questions)?

Mode of transportation (e.g., bus, multiple cars). Note that parking is at a premium, especially on Saturdays when the Farmer's Market occurs (May to October). If you are coming with a bus or van, please let us know and we'll try to block off a convenient place to pull up in front of the depot.

Is there a need for wheelchair access or other ADA accommodations (NOTE: aisles are narrow in some places, there are steps to get into the depot)? We have an alternate entry point that does not require going up a step if you need wheelchair access.

Any special requests (focus on a specific era, specific location in Western North Carolina, specific railroad that operated in Western North Carolina, the Saluda grade, etc.).

Information for organizations: Please call [828-270-0858](tel:828-270-0858) if you are going to be more than 15 minutes late or if you need to cancel so we can get an update as to your expected arrival. Admission to the club is free. The club is run by volunteers and cheerfully accepts donations. The club is NOT a 501c3 charitable organization and therefore donations are not tax deductible.