



## **Cultural Tours**

### **How to Reserve Your Spot**

Thank you for joining us on a fun-filled tour that we know you'll be sure to remember. A lot of care and consideration happens by our Cultural Tours Director to create a unique and memorable tour. Here are some points to review before you place your reservation:

1) **Reservations**: can be made by mailing a check to Friends of the Thousand Oaks Library 1401 Janss Rd, Thousand Oaks, 91362. Once payment is received, a reservation confirmation will be emailed to you. Please provide an email address and phone number with your reservation.

2) **Wheelchair/Mobility Access**: Friends of the Thousand Oaks Library regrets that it cannot provide individual assistance to guests in wheelchairs, or for walking, dining, or other personal needs. Persons needing such assistance must be accompanied by an able-bodied companion. It is essential that the Tour Manager be notified of any special medical, physical, or other requirements as soon as possible.

3) **Cancellation Policy**: you have seven business days prior to the date of the tour to receive full refund of your payment.

4) **Covid Restrictions**: Friends of the Thousand Oaks Library will be in compliance with any stated venue policy regarding Covid regulations. Be prepared to show proof of Covid immunization and mask if needed. You will be notified prior to the tour of the venue's policy.

5) **Tour Registration Waiver Form**: please complete and return to: [culturaltours@ftol.org](mailto:culturaltours@ftol.org).