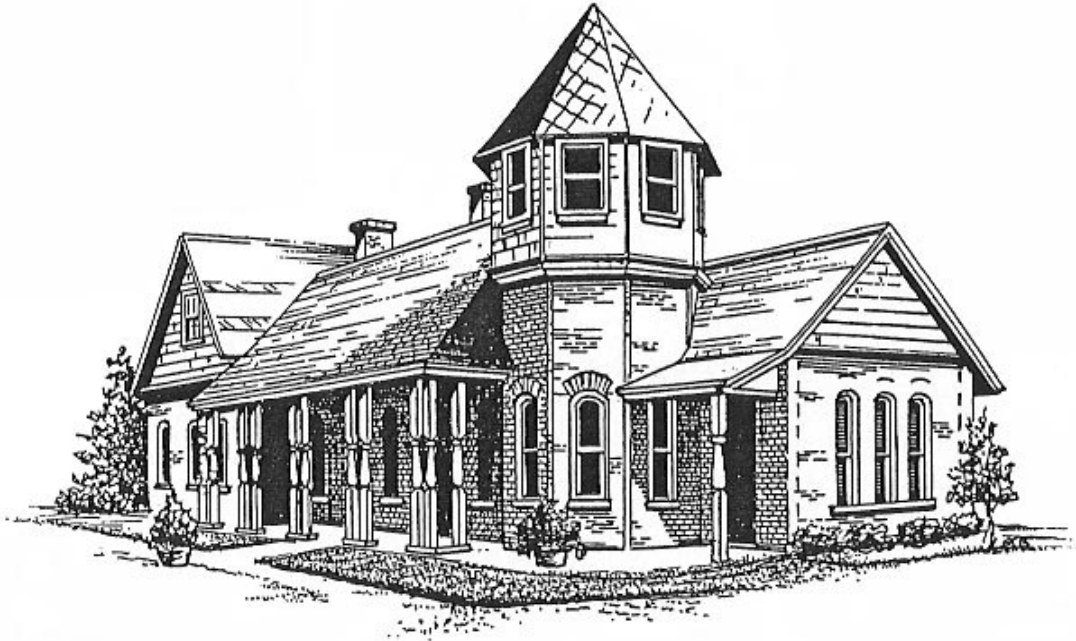


Railroad Museum Tours



Suffolk Seaboard Station Railroad Museum

“Suffolk’s Most Recognizable Landmark”

326 North Main Street

Suffolk, VA 23434

757-923-4750; 757-923-4751 fax

The Suffolk Seaboard Station Railroad Museum is owned and operated by the Suffolk Nansemond Historical Society, a non-profit 501(c)(3) organization. Touring the museum enables the society to continue preservation efforts in our community. We are grateful for your support and hope that your experience with us is pleasant.

Railroad Museum Tour Guidelines

In order to make your visit as educational and entertaining as possible, we ask that you help us by adhering to the following guidelines. Student Tours are usually best suited for students in grades 1st through 12th. Kindergarten and Pre-K school groups should be limited to a **maximum of 10** to a group and be accompanied by the recommended supervisors and chaperones of **one adult to five students**. **Adult groups should be no more than 26 in a group.**

- 1. Please schedule your tour two weeks in advance** by filling out a tour application form. You can mail it to P. O. Box 1255, Suffolk, VA 23439-1255 or attach it to an email sent to info@suffolktrainstation.org.
- 2. Teachers/planners** should call or visit the station before sending the application form to determine the appropriate objectives of the visit (SOL preparation, Suffolk history, transportation, architecture, etc.). If tour is to comply with SOL requirements, please attach SOL objectives so that we may customize your group tour accordingly. We want your visit to complement your educational focus. **Prior orientation is expected for children as well as adults.** Our volunteers come from diverse backgrounds, many with professional and educational experience. Prior notification of your tour will enable us to schedule a docent that best suits your objectives.
- 3. Groups are best limited to 26 not** including adult supervision for children. We normally split the group in to a smaller group of 10-12. For larger groups, all will be given an overview inside the Station along with a chance to enjoy the two-room Railroad Model. Then, we will take one group outside for time in the caboose while the second group is getting more detailed information. The groups will then switch.
- 4. Adult chaperones** – younger age children should be accompanied by at least one adult per five children. Having children assigned to groups of five before arriving for the tour eliminates confusion and saves time.
- 5. Group Fees** – Tours are \$3.00 per person, for adults and for students, the fee is \$2.00 per child. If possible, when this form is sent in, or if necessary on the day of the tour, the group leader should have a check made out to SNHS or cash in the exact amount, if possible. Your group will be given a receipt before the conclusion of the tour. Donations are gratefully accepted as well and highly recommended for tours or parties.
- 6. Gift Shop** – is also located within the museum. We welcome your group to shop for souvenirs of their visit. When we schedule your group we consider time allotment for shopping. We stock a variety of items that may be useful for upcoming class projects. Our specialty is history books and train related gifts and toys. Also, try our delicious gourmet peanuts. We carry a wonderful variety of note cards, historical postcards, cookbooks, and unique gifts for all occasions.
- 7. Other Information** – May we suggest that your group plan their tour when they can also visit one of our wonderful local restaurants for lunch before or after. Information on restaurants and also other sites to see in Suffolk can be obtained by calling **Suffolk Tourism at 757-514-4130**. Tell them you are planning a tour with us and need other suggestions.

8. Information - Please contact the Museum Coordinator at 757-923-4750 or by email at info@suffoltrainstation.org.

9. Operating Hours - Wed - Fri 11:00 a.m. – 4:00 p.m.
 Sat. 10:00 am – 3:00 pm
 Sun. 1:00 p.m. – 4:00 p.m.

If your group requires a Monday or Tuesday tour, accommodations can be made with a **minimum notice of two weeks**.

Tour Application Form

Name of Group _____

Contact Person _____

E-mail Address _____

Phone Number _____

Number of Participants _____ Chaperones _____

(Younger age children should have at least one adult per five children)

1st choice tour date & time: _____

2nd choice tour date & time _____

Tour objectives: _____

SOL requirements: _____

(Copy of SOL Criteria/Objectives may be attached if necessary)

Admission Students: \$2.00 per person (students, chaperones, supervisors)

Admission Adults: \$3.00 per person

Today's Date: _____