

# Trails & Rails Museum

## Kearney, NE

### Group Tour Reservations

Welcome to the Trails & Rails Museum, which is owned and operated by the Buffalo County Historical Society. BCHS is a true 501C-3, not-for-profit organization and we rely heavily on donations, memberships, and admission fees to keep our lights on and to maintain the buildings and artifacts.

To streamline the booking process, we ask that you please review the three options available for group tours and select a package within the option that best suits your group's needs. We will happily discuss these options with you and/or answer any questions you may have.

We want to give you the best experience possible. These buildings have small rooms and we try very hard not to get too many in one area at a time, so everyone can see, hear, and enjoy the tour. To ensure we have enough volunteers and staff, please book tours as far out as possible.

There is a picnic area/gazebo if your group would like to have lunch at the Museum. If approved ahead of time, the church might be able to be used as a back-up lunch site for inclement weather. If a caterer is used, the agreement will be between you and them. We cannot be in the middle.

**Option A** includes a personal tour of the facility for any size of group. If the total number in your group is between 10-30 participants, we will have 1-3 tour guides present that will take you through each building. If your group has more than 30 participants, we will provide dedicated volunteers and staff in each building and then your group will break down into six smaller groups that will rotate when a bell rings.

**Package A1:** Youth group (any size of a group with participants 12 years or younger)

Criteria: One adult for every 10 kids participating must be present and stay with the group(s).

Fee:

During regular business hours: Youth are free and the one adult for each 10 kids will also free. Any additional guests pay admission. If the group is pre-booked at least two weeks out, additional guests may have 20% off regular admission fees. \*Bus drivers and paras will also be free.

If the group would like to come in during non-regular hours: The youth and the one adult per ten kids will be charged 1/2 price admission and additional guests will be 20% off regular admission fees, if pre-booked at least two weeks out. \*Bus drivers and paras will also be free.

Exceptions: If you and/or your organization have been bringing a group to the Museum regularly, you may be able to be grandfathered in with the old fee structure. This is determined by the Executive Director.

**Package A2:** Adult group (any size of a group with participants over 12 years old)

Fee:

During regular business hours: Guests may have 20% off regular admission fees.

If the group would like to come in during non-regular hours: Regular Admission Fees apply.

**Option B:** Your organization reserves the Museum for x amount of time (two hours, a partial or full day, three days, etc.) and your organization brings in your own volunteers and/or staff to do an activity. For example, Kearney Public Schools reserve two weeks annually in the Spring to bring in every single 4th grader to experience "Pioneer Days". KPS staff organize volunteers and crafts in each building and the students rotate through, learning about the buildings while they make hands-on items to take home with them. KPS provides them lunch. In the afternoon, they have three activities that the students rotate through: Blacksmithing, Depot/Train, and Outdoor games. KPS provides all craft material and all man-power. Trails & Rails Museum provides the facility.

This package has to be reserved and details of the activities have to be provided and approved by the Buffalo County Historical Society/Trails & Rails Museum Executive Director on a case-by-case basis. The reason behind this is that we are dealing with historic buildings and artifacts that have been entrusted to us and we want to share the history of Buffalo County whenever we can while preserving the artifacts for future use, all while maintaining a safe environment for everyone.

**Option C:** Archive Department only—please see the Archive Research Fee Schedule

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To Request a Package, please complete this section and e-mail to [bchs.us@hotmail.com](mailto:bchs.us@hotmail.com):

Organization name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact #(s): \_\_\_\_\_ Contact e-mail address: \_\_\_\_\_

Date(s) requests: \_\_\_\_\_ Time requested: \_\_\_\_\_

Package Option requested: \_\_\_\_\_ (if 'other', please describe on the reverse side or attach a doc.)

# of Adults: \_\_\_\_\_ # of Youth: \_\_\_\_\_ *Please contact us with any changes in the headcount as soon as possible.*

Are there any special needs we need to be aware of? \_\_\_\_\_

\*\*Fees agreed upon: \$ \_\_\_\_\_ Signature agreeing to fees and terms: \_\_\_\_\_

Please note that the fees may be waived for long-term, active volunteers of the Society that reserve the Museum in advance and with coordination of the Executive Director.

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For Office Use Only: Confirmed Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date booked: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Volunteers Needed: Hotel: \_\_\_\_\_

Guide 1: \_\_\_\_\_ School: \_\_\_\_\_

Guide 2: \_\_\_\_\_ Church/Cabin: \_\_\_\_\_

Guide 3: \_\_\_\_\_ Boyd House/Livery Barn: \_\_\_\_\_

Blacksmith Shop: \_\_\_\_\_

BCHS/Trails & Rails Museum Depot/Train: \_\_\_\_\_

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[www.bchs.us](http://www.bchs.us)