



**PRE-ARRANGED GROUP TOURS**

Thank you for your interest in Fleet Week New York and scheduling a pre-arranged group tour. Tours will be escorted by ship’s personnel and last approximately 40 minutes. Large groups will be broken into groups of 20 and spread over time on one ship.

To request a group tour, please complete this form and email to [william.j.addison.civ@us.navy.mil](mailto:william.j.addison.civ@us.navy.mil).

|                  |                   |                      |
|------------------|-------------------|----------------------|
| Tour locations:  | <b>Manhattan*</b> | <b>Staten Island</b> |
| Dates Available: | May 25-27 & 29    | May 25-29            |
| Times Available: | 8 a.m. – 4 p.m.   | 8 a.m. – 4 p.m.      |

| ORGANIZATION INFORMATION           |         |               |            |                       |       |
|------------------------------------|---------|---------------|------------|-----------------------|-------|
| Name of organization:              |         |               |            |                       |       |
| Mailing Address:                   |         |               |            |                       |       |
| Point of Contact:                  |         |               |            |                       |       |
| Point of Contact:                  |         |               | Email:     |                       |       |
| Cell:                              | Office: | Fax:          | Alternate: |                       |       |
| TOUR INFORMATION                   |         |               |            |                       |       |
| Preferred date and time            |         |               |            |                       |       |
| May 25                             | May 26  | May 27        | May 28     | May 29                | Time: |
| Alternate date and time            |         |               |            |                       |       |
| May 25                             | May 26  | May 27        | May 28     | May 29                | Time: |
| Tour location: Manhattan           |         | Staten Island |            |                       |       |
| Total number of people:            |         | Adults:       |            | Children (8 & under): |       |
| Special needs (explain in detail): |         |               |            |                       |       |
| Comments:                          |         |               |            |                       |       |

**DISCLAIMER: GROUP TOURS ARE ON A FIRST COME FIRST SERVE BASIS**

Please read the attached Guest Information Street prior to submitting your request and ensure all members of your group have a copy and comply with the Navy’s guideline for group ship tours.

*\*Ship tours will be unavailable Sunday in Manhattan.*



## GUEST INFORMATION SHEET

Please keep in mind that you will be touring a working Navy ship. In order to get a full tour, guests may be required to walk up and down ladders, ramps, etc. The following information is provided for your safety during your tour.

1. All local COVID mandates will be followed.
2. Large groups will be broken into groups of 20 and spread over time on one ship.
3. Bring plenty of water or hydrating drinks.
4. Wear comfortable clothing: Polo or T-shirts with jeans or shorts. Tennis/running or flat, rubber-soled shoes. Do not wear heels, sandals or flip-flops. Do not wear necklaces that can get caught and bags that will be too heavy to comfortably carry all day. Ladies should not wear skirts as guests will be climbing ladders (Navy stairs).
5. If you are bringing a handbag or camera case, it will be searched prior to entering any ship.
6. Remember to bring sunscreen and/or sunglasses if it is going to be warm/sunny.
7. No large backpacks, pocket knives, electronic smoking devices, weapons or alcohol will be allowed aboard any U.S. Navy ship or Coast Guard Ships.
8. Electronic devices are subject to examination for functionality. All visitors will pass through a magnetometer and may be searched as necessary to determine source of metal.
9. Wheelchairs are allowed on the pier, but are not able to access U.S. Navy ships.
10. Strollers will not be allowed on any ships. Parents/guardians must be capable of carrying children up and down ladders.
11. Cameras (still and video) are permitted.
12. The U.S. Navy is not responsible for any personal articles or property lost or stolen while left unattended on the pier.