



The City of Richmond is offering the Newcomers Bus Tour program in collaboration with settlement or immigrant-serving organizations to increase newcomers' civic knowledge and reduce barriers to participation at City facilities. The program is intended for newcomers who have arrived in Richmond in the past five years. Each bus tour visits two City facilities and lasts up to 2.5 hours. The program includes pick-up and drop-off at your organization.

This Booking Request Form must be submitted by a settlement or immigrant-serving organization to inclusion@richmond.ca between 4–6 weeks in advance of preferred tour dates.

Date: _____

Organization: _____

Contact Name: _____ **Phone Number:** _____

Number of participants *(Minimum of 10 and maximum of 22, including staff):* _____

Participant Demographics: _____
(E.g. seniors, families, teens, etc.)

Proposed Tour Date and Time: _____

Please choose your preferred tour facility:
(This indicates your preference of your top 3 choices for the bus tour. Each tour includes stops at two City facilities. There is no guarantee that the facility requested will be available)

By submitting this form, I understand that the City of Richmond will be providing a bus and a bus driver for the purpose of transportation for this tour and that a City staff will be providing a tour in English at the agreed upon facilities. I confirm that my organization will be designating a staff member to accompany participants on the entirety of this tour and that it is my organization's responsibility to arrange for language support (if applicable).