# PRIVATE TOUR REQUEST FORM

TODAY'S DATE: _____

ORGANIZATION NAME: _____

CONTACT NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ E-MAIL: _____

PREFERRED DATE OF VISIT: _____ NUMBER OF ATTENDEES: _____

ARRIVAL TIME: _____ TOUR TIME(S): _____

DINING TIME: _____ ESTIMATED DEPARTURE TIME: _____

TYPE OF TRANSPORTATION: _____

ON-SITE CONTACT (If different from contact): _____

MOBILE PHONE (Day of visit): _____

TOUR OPTIONS:
 ☐ Guided Garden Tour $25 per person (Seasonal)
 ☐ Guided Gallery Tour $20 per person
 ☐ Guided Combination Tour $35 per person
 ☐ Self-Guided Group Visit (15+ people) Regular Admission fees apply

DINING OPTIONS:
 ☐ We are interested in adding a boxed, or catered lunch
 ☐ We plan on bringing a picnic lunch
 ☐ We plan on dining at the café (under 15 people only)
 ☐ We are not dining at Wave Hill

ACCESSIBILITY: We will gladly modify any tour to accommodate your groups needs.
 o Please modify my group's tour to be ADA accessible
 o Please modify my group's tour to not include narrow or rocky paths.

## FOR ALL GUIDED TOURS:

If you arrive more than 20 minutes late, we cannot guarantee a guide.

A non-refundable deposit of $50.00 is required to book your tour. Please fill out the section below accordingly.

The final attendee count and payment in full is due 7 days before your visit. We accept major credit cards (Visa, MasterCard and American Express), as well as checks.

Upon arrival, if the actual number of attendees is less than confirmed, we will refund the difference if it is greater than $75.00.

Should you need to reschedule or cancel your visit, a written notice is required 7 days prior to your date of visit. No-shows or cancellations within the 7 days will forfeit any monies received.

Parking is not included in tour packages.

Bill my Credit Card for Deposit                Check Enclosed for Deposit

Full Name on Card: _____

Card Number: _____

Expiration Date: _____ /_____ CVV Number: _____

Billing Address: _____

TOUR REPRESENTATIVE: _____

                           E-Signature                  Date

A detailed confirmation will be sent back to you within 10 days.  Your visit is not confirmed until you receive this.

For additional questions or information, please email tours@wavehill.org or call 718.549.3200