

## 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 (20+ 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.  
 Please modify my group's tour to be ADA accessible  
 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 [abigail.parsons@wavehill.org](mailto:abigail.parsons@wavehill.org) or call 718.549.3200 x253.