

## 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: \_\_\_\_\_ PARKING SPOTS REQUIRED: \_\_\_\_\_

ON-SITE CONTACT (If different from contact): \_\_\_\_\_

MOBILE PHONE (Day of visit): \_\_\_\_\_

TOUR OPTIONS:     Guided Garden Tour                       Guided Gallery Tour  
                          Guided Combination Tour                       Self-Guided Group Visit (20+ people only)

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 (no more than 14 guests)  
                          We are not dining at Wave Hill

### **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 \$50.00.

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.

Bill my Credit Card for Deposit

Check Enclosed for Deposit

Full Name on Card: \_\_\_\_\_ Card Number: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_ CVV Number: \_\_\_\_\_

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 confirmation.**

For additional questions or information, please email [berkt@wavehill.org](mailto:berkt@wavehill.org) or call 718.549.3200 x238.