

REQUEST FOR GROUP VISIT

TODAY'S DATE: _____

ORGANIZATION: _____

CONTACT: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ E-MAIL: _____

PREFERRED DATE OF VISIT: _____ NUMBER OF ATTENDEES: _____

ARRIVAL TIME: _____ DEPARTURE TIME: _____

TYPE OF TRANSPORTATION: _____ TRANSPORTATION COMPANY: _____

GROUP LEADER (If different from contact): _____

MOBILE PHONE (Day of visit): _____

TOUR OPTIONS: Self-Guided Garden Highlights (Guided)
 History (Guided) Art Gallery (Guided)
 Combination (Guided) Gardens in Winter (Guided)

DINING OPTIONS: We are interested in adding a boxed lunch to our visit
 We are interested in adding a catered lunch to our visit
 We plan on bringing a picnic lunch
 We are not eating at Wave Hill

FOR ALL GUIDED TOURS:

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

FOR ALL GUIDED & SELF-GUIDED VISITS:

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 this.

For additional questions or information, please email berkt@wavehill.org or call 718.549.3200 x238.