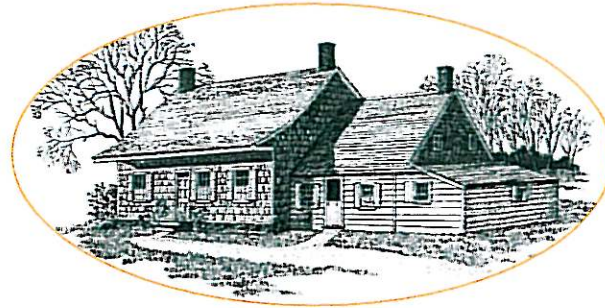


WFM Group Financial Policies



- The minimum group admission fee is \$100.00. ***Please send a MANDATORY \$100 deposit 3 weeks prior to the visit.*** We accept check, money order, or credit card for the deposit; all forms of payment, including cash, is acceptable for the balance. Check made payable to: **The Wyckoff House and Association Inc.** Please send to: Wyckoff Farmhouse Museum, 5816 Clarendon Road, Brooklyn, NY 11203.
- All refunds are given in the form of a check.
- We process your deposit as soon as we receive it to hold your spot. If a refund is required, it is issued in check form and can take up to three weeks to process.
- Group reservations may be cancelled up to 4 weeks in advance. **After that point**, a \$30 administrative fee will be charged. If you reschedule we will only charge \$10. No shows or cancellations made less than 24 hrs prior to visit will be required to pay the \$100 fee (our minimum group admission fee). Depending on availability we can try to re-schedule the class, and we will allow \$50 to go towards the re-scheduled trip. If there are more than two cancelled/re-scheduled missed appointments, the paid monies can not be refunded.
- If you encounter any problems, please contact the Director of Education immediately at 718.529.5400.

Wyckoff Farmhouse Museum

5816 Clarendon Road at Ralph Avenue

Brooklyn, New York 11203

Phone: 718.629.5400 ~ Fax: 718.629.3125

Web Address: www.wyckoffassociation.org ~ Email: education@wyckoffassociation.org

THE
WYCKOFF
FARMHOUSE
MUSEUM

