Lanesfield Living History Payment Policy

Group Size:

- The minimum group size for a Lanesfield Living History Program is 15 participants. The maximum group size is 30 participants. Sorry, but no exceptions.

Payment:

- Please notify the museum of any changes in the number of participants, to avoid overpayment. Notification must be given no later than **2 weeks before the program.** ***Refunds will not be given for participants who do not attend the program.***

- Fees apply to all program attendees. This includes teachers and adult chaperones.

- If a reservation has been secured with a credit card, full payment will be due when your group arrives at the museum.

- If the reservation has not been secured with a credit card, full **payment is due no later than 2 weeks before the scheduled visit.** MasterCard, Visa, Discover, checks and cash are accepted. Checks should be made payable to ***Friends of the Johnson County Museum.***

- We realize that it is sometimes impossible to collect payment before your visit. If you are bringing payment on the day of the visit, please call the Johnson County Museum at 913-715-2570 or write that information on your class list.

- If you require an invoice for your visit, call the Johnson County Museum at 913-715-2570 and we will fax one to your school.

Cancellations:

- To cancel a program, please call the Curator of Education at 913-715-2570 to cancel your program.

- A full refund will be provided if cancellation notice is provided at least two weeks prior to your scheduled program. Groups that cancel with less than two weeks' notice will be refunded 50 percent of the fee. No-show groups will be charged the full rate. The payment will be applied to the credit card on file or retained from your pre-payment. Any organization with an outstanding balance will not be eligible to schedule further programming until the balance is paid.

- If weather causes your group to cancel, please call (913) 715-2570 as soon as possible to reschedule. We will work with you to reschedule your visit at the earliest available date.