

Group Tour Policies

RESERVATIONS

Reservations can be requested via the booking form on the Group Tours page of the website. You should receive a response from a staff member within 5 business days. You may be asked for additional information before a tour can be booked.

Please submit tour requests at least two weeks before the earliest date and time provided on the form as a first or second choice.

CANCELLATIONS

In the event that you need to cancel or reschedule your tour reservation, please reply to your confirmation email or a reminder as soon as possible. Alternatively, you can use the contact information at the bottom of the Group Tours page of the website.

Whether a request to reschedule can be accommodated will depend on availability and schedules.

In the event that MCHC cannot at the last minute fulfill a scheduled tour due to exceptional circumstances, such as dangerous weather closing the building, staff will reach out as soon as possible and offer to reschedule.

PAYMENT

Payment for a tour may be made by cash, check, or card.

- Checks should be made payable to the Maryland Center for History and Culture.
- Cash or a check may be mailed to our street address, c/o Education, or may be dropped off at the front desk with a copy of the invoice.
- Credit card payments can be accepted over the phone, fax, or email. See the contact information at the bottom of the Group Tours page.

Payment must be received 2-4 weeks in advance of the tour. Payment is final.

If no payment is received two weeks before the date of the tour, this will be considered cancellation of the tour.

