



Naples
Botanical
Garden

Attention: Annette Winkler
4820 Bayshore Drive
Naples, FL 34112
239.643.7275
AWinkler@naplesgarden.org

Group Tour Agreement Form – 2015/2016

Name of Group: _____

Internal Information: Galaxy # _____ Deposit _____ Paid in Full _____

Contact: _____

Address: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Guests (Approx): _____ Gaurantee: _____

Tour Day: _____ Date: _____ Time: 10:30 am _____ 1:30 pm _____

Tour Selection:

- Garden Overview - \$20.00 per person
- Garden Overview with Audio -\$22.00 per person

Would you like to add a lunch package to your tour?

Yes No



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Pricing

\$20.00 Per Person - Garden Overview: A broad overview of our Gardens. This tour lasts approximately 60-90 minutes. Cost includes: admission, a guided tour by one of our experienced Tour Guides, and 10% off merchandise in the Berger Shop in the Garden on the day of your tour. Minimum: 10

\$22.00 Per Person - **Garden Overview with Audi Vox Headset:** A broad overview of our Gardens. This tour lasts approximately 60-90 minutes. Cost includes: admission, a guided tour by one of our experienced Tour Guides, and 10% off merchandise in the Berger Shop in the Garden on the day of your tour. Minimum: 10

No additional discounts, coupons, or Naples Botanical Garden passes can be used.

Due to the special nature of the tour regular rates apply to Naples Botanical Garden members.

Payment

We accept Visa, MasterCard, American Express, and checks made payable to *Naples Botanical Garden*. **Deposits will be deducted from your total tour cost.** Tours may be postponed or cancelled due to inclement weather. Should such an event occur, Naples Botanical Garden will provide alternate visit dates and all monies paid will transfer to the rescheduled date.

Tour clients must pre-pay by credit card or check; payment should be in one form and be submitted to Naples Botanical Garden two weeks before tour date.

Final guest count and balance is due two weeks (14 days) before the scheduled tour.



Naples Botanical Garden

\$100.00 Deposit for Group Tour due at time of booking

Group / Contact Information

Name: _____

Group Name: _____

Address: _____

Telephone Number: _____

Tour Date: _____ Approx. # Participants _____

Payment Information

Deposit Amount \$ _____

Balance Due \$ _____

Check – Check # _____

Make checks payable to Naples Botanical Garden

Credit Card – AMEX Master Card Visa Discover

Credit Card # _____

Expiration Date: _____

Name as appears on card: _____

Billing Address (if different from above): _____



Naples Botanical Garden

Internal Information: Galaxy # _____

Thank you for your interest in Naples Botanical Garden Group Tours. The following are some guidelines to better assist you:

Credit Card Guarantee

At the time of contracting, tour clients will be required to provide a valid credit card number and expiration date to hold their reservation. This credit card will be charged \$100.00 as a deposit toward your group's tour.

Group Guarantees

For all guided tours guaranteed numbers of guests is required two weeks in advance.

Payment

Tour clients must pre-pay by credit card or check in full two weeks before scheduled tour.

Late Arrivals

If a tour group arrives **more than 30 minutes late** to a scheduled guided tour without notifying a Garden representative, Naples Botanical Garden reserves the right to change the tour to a self-guided tour. In this instance, the group will still be charged for the original guaranteed booking.

Cancellation

Reservations may be cancelled up to 48 hours prior to the scheduled tour. Groups cancelling with less than 48 hours' notice will be charged the full amount.

No-Shows

In the event of a no-show, the client will be responsible for payment of the contract in full. Naples Botanical Garden will use the most recent guest count as a final guarantee number.

Inclement Weather

Tours may be cancelled and/or postponed by the Garden due to inclement weather. Should such an event occur, Naples Botanical Garden will provide alternate visit dates and all monies paid will transfer to the rescheduled date.

Reservations will not be considered valid without a credit card guarantee and a signed copy of these Terms and Conditions. Email to AWinkler@naplesgarden.org

Signature: _____ Date: _____



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Group Guidelines

Please understand that Naples Botanical Garden is not a park, but a living collection of plants for study and aesthetic enjoyment. To ensure the safety of our guests and preserve the Garden's pristine natural environment, we respectfully request that you keep the following in mind:

Upon arrival to the Garden, the group leader must check in at Ticketing to pick up the group packet.

- If your group is larger than 15 people, your group will likely be divided accordingly in order to maximize the visitor experience.
- No additional discounts, coupons, or Naples Botanical Garden passes can be used towards a group tour. Due to the special nature of the tour regular rates apply to Naples Botanical Garden members.
- It is recommended that guests wear appropriate shoes and clothing for active, outdoor walking throughout the Garden.
- The plants in the Garden are growing. They are delicate, valuable, and easily damaged. **Never remove vegetation that is attached to a plant or lying on the ground.**
- No part of any plant should be eaten. Please avoid unimproved surfaces, including sand. Hand-to-mouth or hand-to-eye contact should be avoided after touching any plant. Should you have an adverse reaction after contact with any plant or organism, alert your tour guide.
- Plants defend themselves, some leaves and branches have sharp tips or edges. Be aware of your surroundings and don't walk in plant beds.
- **Use caution!** There are overhanging branches and/or obstacles at ground and eye level which can pose a risk to safety. Walkways may be wet underfoot and can be slippery; watch your step at all times.
- Put trash in the appropriate trash and/or recycling receptacles.
- Group leaders must stay with their group(s) at all times.