



Naples Botanical Garden

GARDENS with LATITUDE®

Naples Botanical Garden
Attention: Tours Department
4820 Bayshore Drive
Naples Florida 34112
239.325-1354
tours@naplesgarden.org

Group Tour Agreement Form

\$100 deposit due at time of booking

Name of Group: _____

Contact: _____

Address: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Guests (Approx): _____ Guarantee: _____

Tour Day: _____ Date: _____ Time: 10:30a.m. ___ 1:30p.m. _____

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

Boxed lunches are available for \$15 plus tax.

PAYMENT INFORMATION:

Amount \$ _____

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): _____



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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 per Person with Audi Vox Headset

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

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, which will be deducted from the total tour cost.

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. We accept Visa, MasterCard, American Express, and checks made payable to *Naples Botanical Garden*. **Deposits will be deducted from your total tour cost.**

Late Arrivals

If a tour group arrives more than 30 minutes late to a scheduled guided tour without notifying a Garden representative, The 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.



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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:

- 1) Upon arrival you will be met by a Garden representative or a tour guide.
- 2) If your group is larger than 15 people, your group will likely be divided accordingly in order to maximize the visitor experience.
- 3) It is recommended that **guests wear appropriate shoes and clothing, hats, sunscreen and bug spray** for comfort while touring the garden.
- 4) 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.**
- 5) **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, please alert your tour guide.
- 6) Plants defend themselves, some leaves and branches have sharp tips or edges. Please be aware of your surroundings and don't walk in plant beds.
- 7) **Please 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.
- 8) Please put trash in the appropriate trash and/or recycling receptacles.
- 9) Group leaders must stay with their group(s) at all times.

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

SIGNATURE: _____ **DATE:** _____