

# Group Tour Agreement Form

Please complete all three pages and email to [visitorservices@naplesgarden.org](mailto:visitorservices@naplesgarden.org) or mail to:

# Naples Botanical GARDEN

ATTN: Visitor Services  
4820 Bayshore Drive  
Naples, Florida 34112

Phone: 239.325.1354

Group Tours are \$30 per person

Group Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Who is in your group and what are your common interests?

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Please notify us at the time of your booking if you have individuals in your group with limited mobility. Wheelchairs are available at no charge upon request and electric scooters are an additional \$12 per scooter.

Please select your preferred tour theme below; all tours are approximately 90 minutes:

- Highlights Garden Tour**  
Discover the beauty of our curated gardens, hear the highlights of our history, and immerse yourself in the tropical landscape of Naples Botanical Garden on this guided journey.
- Conservation and Rare Plants Tour**  
The Garden collaborates with organizations local and abroad to support the conservation of threatened, endangered, and rare plant species. The inspirational story of these endangered plants and our conservation efforts will captivate any group.
- Orchids and Epiphytes Tour**  
There is truly nothing like our breathtaking orchid and epiphyte collection. With the help of a guide, your group will learn about the biology, history, and beauty of these unique plants.

## Group Tour Payment Information

Tour Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: (circle one) 10:30am 1:30pm

Guests (Approx.): \_\_\_\_\_ Guaranteed: \_\_\_\_\_

Enhance your experience with lunch: (circle one) Yes No

Provide lunch for your guests to enjoy while visiting the Garden: \$20.00 (plus tax) per person.  
You will be provided with menu options. Options must be finalized one week prior to the tour.

Will your group be arriving by bus? : (circle one) Yes No

**Payment Information:** *No additional discounts, coupons, passes, or memberships applicable.*

**A non-refundable \$100 deposit is due upon booking and will be deducted from your total tour cost.**

Groups must pre-pay in full for their guaranteed guest count two weeks prior to the scheduled tour date.

Amount \$ \_\_\_\_\_

**Checks:** Make checks payable to Naples Botanical Garden

Check # \_\_\_\_\_

To pay with a credit card, please call us at 239.325.1354.

## Terms and Conditions

**Cancellations:** If you need to cancel your tour, please do so with at least 48 hours' notice. Tours cancelled fewer than 48 hours in advance are subject to be charged the full tour amount.

**Late Arrivals:** Please notify a Garden representative if you know you will be late for your tour. Naples Botanical Garden reserves the right to change the tour to a self-guided tour and charge the full amount for parties that arrive more than 30 minutes late.

**No Shows:** The client is responsible for the full tour charge based on the most recent guarantee number.

**Inclement Weather:** The Garden may postpone and/or cancel tours due to inclement weather. Naples Botanical Garden will provide alternate visit dates and transfers all monies paid to the rescheduled date.

- 1) A Garden representative will meet you upon your arrival.
- 2) In order to maximize your Garden experience, we may divide groups of 15 or more.
- 3) We suggest wearing appropriate clothing, shoes, 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) Do not eat any part of the plants in the Garden. Avoid hand-to-mouth or hand-to-eye contact 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 do not 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.

**Naples Botanical Garden will not consider reservations without a valid credit card or check guarantee and a signed copy of these Terms and Conditions.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_