



Reservation Information: Adult Groups

Vizcaya Museum and Gardens offers flat rate packages for Adult Groups with advance reservation. A **Reservation Request form** and **payment** must be submitted a minimum of 14 days in advance and no more than six months in advance of the requested visit date.

Group Size

Maximum group size: 100 visitors

Maximum number allowed in Main House at one time: 50 visitors

Maximum capacity per Tour Guide: 25 visitors

Groups of 51 or more will be divided into two time sections that alternately tour/visit the Main House and tour/visit the gardens over a period of two hours.

Experience Options

Guided Tours

Adult groups may reserve a private Guided Tour of the first floor of the Main House and/or of the gardens. Tours are 45 minutes in duration. Designed to be interactive and provide a basic introduction to the concepts behind the creation of the estate, these tours foster inquiry and audience engagement, empowering visitors to make personal and meaningful connections with Vizcaya while encouraging new ways of thinking.

Guided Tour participants are welcome to explore additional areas of the Main House and/or gardens on their own, before and/or after their guided tour(s).

Group Visits

Adult groups may reserve a self-directed Group Visit of the Main House and/or gardens to explore the estate independently.

To facilitate the experience, complimentary estate maps are available on-site in English, Spanish, Portuguese, French and Creole. Additionally, most rooms in the Main House and gardens feature interpretive labels with descriptive and historical information in English and Spanish.

Due to logistical complexities and educational policies, Vizcaya Museum and Gardens does not allow external guides to deliver tours of the estate during a Group Visit.

Package Rates

Vizcaya offers three different package experiences for reserved Adult Groups that may include Guided Tours and/or Group Visits. Flat rates per package are based on increments of up to 25 participants.

Group size ranges:

- Up to 25 participants + 1 complimentary Group Leader
- 26-50 participants + 2 complimentary Group Leaders
- 51-75 participants + 3 complimentary Group Leaders
- 76-100 participants + 4 complimentary Group Leaders

The flat rate remains the same even if the actual number of participants fluctuates within the reserved group size range.

Reservations Overview

		Navigator	Adventurer	Voyager
	Reservation Packages	Package Experience	Group admission	Group admission + 1 guided tour (choice of Main House or Gardens tour.) <small>*Garden tours offered November-April only</small>
Reservation Requirements		Minimum of 14 calendar days in advance (and no more than 6 months)		
Available days		Reserved Group Visits and Guided Tours are available everyday (excluding Tuesdays).*		
Main House Guided Tour Times		N/A	10:00 a.m. – 10:45 a.m. 11:00 a.m. – 11:45 a.m. 12:00 p.m. – 12:45 p.m. 1:00 p.m. – 1:45 p.m. 2:00 p.m. – 2:45 p.m. (M-F only)*	10:00 a.m. – 10:45 a.m. 11:00 a.m. – 11:45 a.m. 12:00 p.m. – 12:45 p.m. 1:00 p.m. – 1:45 p.m. 2:00 p.m. – 2:45 p.m. (M-F only)*
Gardens Guided Tour Times		N/A	10:00 a.m. – 10:45 a.m. 11:00 a.m. – 11:45 a.m. 12:00 p.m. – 12:45 p.m. 1:00 p.m. – 1:45 p.m.	10:00 a.m. – 10:45 a.m. 11:00 a.m. – 11:45 a.m. 12:00 p.m. – 12:45 p.m. 1:00 p.m. – 1:45 p.m.
Main House and Gardens Group Visit Times		10:00 – 10:45 a.m. 11:00 – 11:45 a.m. 12:00 – 12:45 p.m. 1:00 – 1:45 p.m. 2:00 – 2:45 p.m. (Main House M-F only)* 3:00 p.m. – 3:45 p.m.	10:00 – 10:45 a.m. 11:00 – 11:45 a.m. 12:00 – 12:45 p.m. 1:00 – 1:45 p.m. 2:00 – 2:45 p.m. (Main House M-F only)* 3:00 p.m. – 3:45 p.m.	Guided Tour participants are welcome to explore additional areas of the Main House and/or Gardens on their own, before and/or after their tours.
Group Size Range and Rates	Up to 25	\$300	\$500	\$625
	26-50	\$600	\$1,000	\$1,250
	51-75	\$900	\$1,500	\$1,875
	76-100	\$1,200	\$2,000	\$2,500
	Complimentary Admission	1 Group Leader for every section of up to 25 guests		
Payment	Accepted Forms of Payment	Visa, Mastercard, American Express, and company checks. Credit card information is not kept on file.		
	Payment Terms	Full payment is required at the time of reservation. Reservation is not guaranteed until Confirmation & Invoice form is issued. Payment is non-refundable, but may be transferred one time to a new date/time a minimum of 14 days in advance of the original confirmed visit date. Rescheduling a reservation less than 14 days of the original date is considered a cancellation and payment is forfeited. If a group would like to increase the maximum group size after confirmation has been processed, Vizcaya requires a minimum of 14 days' notice and payment for the additional package rate. Additional tour/visit times are subject to availability.		
Additional Options	Purchase Lunch	For groups of 10 or more, customized menus or box lunches may be pre-arranged by contacting Vizcaya Café and Shop: paulag@ajoywallace.com or 305-856-8189.		
	Guidebooks	Printed guidebooks in English may be purchased for \$3 each at the time of reservation or upon arrival on the day of the visit.		

*Vizcaya Museum and Gardens is closed on Tuesdays.

Policies and Procedures

- Groups must submit their fully completed [Reservation Request form](#) and full [payment](#) to Vizcaya's Group Tour Coordinator a minimum of 14 days in advance and no more than six months in advance of the requested visit date.
- All group reservations are on a first come, first served basis and are subject to availability. Available dates/time sections cannot be placed on hold.
- **Reservation requests are not confirmed until the Group Leader/Reservation Contact receives an email receipt of a Confirmation & Invoice form.**
- All reservations must be canceled with the Group Tour Coordinator, as soon as possible, in the event a group is unable to visit.
- If for any reason Vizcaya Museum and Gardens needs to cancel the reservation, a full refund will be granted.
- Reserved Groups are required to arrive a minimum of 15 minutes prior to their first scheduled experience to allow time for checking in at the ticket booth. **Groups that do not arrive at least 15 minutes in advance may forfeit their Guided Tour or Group Visit experience.**
- All group members must be present at the time of check-in.
 - If arriving in separate vehicles, group members may congregate in the outdoor entrance plaza in front of the ticket booth and check in together once all members have arrived.
 - Any group members arriving after the group has checked in must purchase General Admission tickets.
- Any additional individuals arriving with the group who exceed the maximum group size as confirmed will be charged the General Admission rate and will not be permitted to participate in the Guided Tour.
- No eating or drinking is permitted in the Main House, gardens, or David A. Klein Orchidarium.
- Visitors may not bring their own food to eat at Vizcaya.
- Visitors are welcome to take photographs or videos outside only.
- Vizcaya Museum and Gardens does not have a bag check. Our security officers reserve the right to review bags upon entry and prohibit large bags that may damage the collections.

Accessibility

All visitors should be aware and cautious of the many steps and uneven floors and terrain throughout Vizcaya's Main House, gardens and grounds. Comfortable walking shoes are recommended.

Vizcaya Museum and Gardens is a National Historic Landmark and not all areas of the Main House and gardens are ADA [accessible](#) or support visual or hearing impairments. Please make Vizcaya's Group Tour Coordinator aware of any special needs your group may have.

Braille guidebooks are available for rental for \$3 each at the ticket booth. Sign language interpreters are available to accompany a Guided Tour, provided the interpreter is booked with the required five days' notice.

For special access needs or resources, contact Vizcaya's Group Tour Coordinator at group.tours@vizcaya.org or 305-860-8442 a minimum of five days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service).

Directions and Parking

- A map and driving directions are included in the confirmation materials.
- Buses are welcome to remain on-site for the duration of the visit and may park in Vizcaya's bus lane free of charge. Buses should unload passengers after parking in the bus lane.
 - In the event of inclement weather or ADA needs, buses are permitted to unload passengers in the entrance plaza before parking.

For additional information or to submit your request, contact Vizcaya's Group Tour Coordinator:

E-mail: group.tours@vizcaya.org

Phone: 305-860-8442

Fax: 305-250-4712

Effective October 1, 2016 – September 30, 2017. Rates and policies are subject to change.