



Reservation Information: College/University Groups

Vizcaya Museum and Gardens offers package rates for College and University Groups with an advance reservation. A [Reservation Request form](#) must be submitted a minimum of 14 days in advance and no more than six months in advance of the requested visit date.

Experience Options

Guided Tours

College/University Groups may reserve a private Guided Tour of the first floor of the Main House and/or gardens. Tours are 45 minutes in duration and designed to be interactive and provide a basic introduction to the concepts behind the creation of the estate. All tours foster inquiry and audience engagement, empowering participants to make personal and meaningful connections with Vizcaya while encouraging new ways of thinking. Tours can be custom tailored to connect with course curricula. Please contact the Learning Division for more information: group.tours@vizcaya.org or **305-860-8442**

Guided Tour participants are welcome to explore additional areas of the Main House and/or gardens on their own, before or after their guided tour(s), by scheduling a Group Visit at no additional cost.

Group Visits

College/University 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.

- Academic or professional non-profit groups wishing to bring independent facilitators with special qualifications to meet the content or presentation needs of their groups may be exempted from the above policy on a case-by-case basis. Please submit your proposal in writing to Vizcaya's Group Tour Coordinator at the time of reservation: group.tours@vizcaya.org

Group Programs

Instructors wishing to lead self-directed art activities in the Main House or gardens must reserve these experiences with the Group Tour Coordinator when scheduling their visit. Instructors may also request Group Programs to be facilitated by Vizcaya staff, contingent on availability. Please specify the details of your proposed program in the special needs section of your Reservation Request Form.

Vizcaya reserves the right to prohibit any materials security officers or staff deem unsafe for the public, estate or collection.

- No sprayed materials, permanent markers or electrical tools are permitted.
- Visitors sketching indoors may only use graphite pencils. No other drawing materials are permitted inside the Main House.
- Vizcaya permits Group Program participants to sketch and paint outdoors.
- Art materials may not be left unattended.
- Vizcaya is a pack-in and pack-out location. Bathrooms may not be used for cleaning or disposing of art materials.

Reservations Overview

Reservations	Type of Visit	Guided Tour	Group Visit/Group Program
	Reservation Requirements	Minimum of 14 calendar days in advance (and no more than 6 months)	
	Available Days	Reserved Guided Tours, Group Visits and Group Programs are available everyday (excluding Tuesdays).	
	Available Times	Main House (English or Spanish) 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. (M-F only)*	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. (M-F only)* 3:00 – 3:45 p.m.
Groups must arrive at least 15 minutes prior to scheduled time for check-in.			
Group Rates	Group Size	Minimum: 10 students Maximum: 100 students (not including Group Leaders)	
	Group Package Rates	10–25 Students: \$125 26–50 Students: \$250 51–75 Students: \$375 76–100 Students: \$500	
	Complimentary Admission	1 Group Leader for every section of up to 25 students	
Payment	Accepted Forms of Payment	Cash Company check (no personal checks) Credit Card (Visa, Mastercard, American Express)	
	Payment Terms	Payment in full is due upon arrival. The Confirmation & Invoice Form is also your invoice. If a company check has been prepared in advance and does not include payment for all group members, the group is responsible for any necessary additional payment at the time of arrival. Credit card information is not kept on file. Vizcaya cannot accept individual payment for group members.	
Lunch Options	School Group Picnic Area	College/University Groups may eat in the outdoor school group picnic area. Vizcaya does not have a covered or indoor area for lunches in the event of rain. No eating or drinking is permitted in the Main House, David A. Klein Orchidarium or on the grounds.	
	Picnic Lunch	Groups must pack lunches together in boxes, coolers or bags with the school name on the front. These lunches may be stored inside the Main House.	
	Purchase Lunch	Customized menus or box lunches may be pre-arranged by contacting the Vizcaya Café and Shop: paulag@ajoywallace.com or 305-856-8189.	

*Vizcaya Museum and Gardens is closed on Tuesdays.

Policies and Procedures

- Groups must submit their fully completed **request form** 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.
- Reserved tours take place rain or shine. If a gardens Guided Tour is unable to proceed due to severe weather conditions, participants will be provided access to the Main House for the same reserved time period.
- If a group would like to increase the maximum group size after confirmation has been processed, Vizcaya requires a minimum of 14 days' notice. Additional time sections are subject to availability.
- If a group needs to decrease the number of students after the confirmation has been processed, Vizcaya requires a minimum of 48 hours' notice.
- 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, Group Visit or Group Program 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.
- The Group Leader must pay in full for all members of the group on the day of the visit. Vizcaya can only accept one payment transaction for the entire group. Groups that cannot pay together will be charged the General Admission student rate of \$10 with student ID.
- 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.
- 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. Students should leave book bags and backpacks at school or on the bus.

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.