

RESERVATIONS	Type of Visit	Group Tours 2nd to 12th grades
	Reservation Requirements	Submit request minimum 14 calendar days in advance.
	Available Days	Wednesdays, Thursdays, and Fridays
	Tour Schedule	10:00 a.m. – 12:00 p.m. (tour only) 10:00 a.m. – 1:00 p.m. (tour and lunch) Group must arrive 15 minutes prior to scheduled time for check-in.
GROUP RATES	Group Size (not including chaperones)	Minimum: 10 students Maximum: 35 students
	Group Rates	10-35 students: \$175 Scholarships are available for Title I schools. Please contact group.tours@vizcaya.org for more information.
	Required Chaperone Ratio	1 adult chaperone for every 10 students (Free)
		Additional chaperones above required ratio: \$16 each
PAYMENT	Accepted Forms of Payment	School Check (no personal checks) Credit card (Visa, Mastercard, American Express)
	Payment Terms	<u>Payment in full is due upon arrival with no exceptions.</u> 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. Additional chaperones above the required ratio will be charged \$16 each and must be paid upon arrival.
LUNCH	School Group Picnic Area	School 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's name on the front. These lunches may be stored inside the School Picnic Area.