



Group Reservations Overview

Reservation Package	Package Experience	GROUP ADMISSION		VIZCAYA VIP SILVER		VIZCAYA VIP GOLD	
		Group Admission		Group Admission + 1 Guided Tour (Choice of Main House or Gardens Tour)		Group Admission + 2 Guided Tours (Main House and Gardens)	
	Reservation Requirements	Minimum of 14 calendar days in advance (and no more than 4 months).					
	Available Days	Reserved Group Visits and Guided Tours are available everyday (excluding Tuesdays).*					
	Main House Guided Tour Times	N/A		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.		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.	
	Gardens Guided Tour Times	N/A		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.		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 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. 3:00 – 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. 3:00 – 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	Group Size Range and Rates	Up to 25	\$500	Up to 20	\$640	Up to 20	\$800
		26-50	\$1,000	21-40	\$1,280	21-40	\$1,600
		51-75	\$1,500	41-60	\$1,920	41-60	\$2,400
		76-100	\$2,000	61-80	\$2,560	61-80	\$3,200
		Maximum Capacity 100		Maximum Capacity 80			
	Complimentary Admission	1 Group Leader for every section of up to 25 guests.		1 Group Leader for every section of up to 20 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.					
	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.					

*Vizcaya Museum and Gardens is closed on Tuesdays.

Group Size Requirements

- **Maximum group size:** Group Admission 100 visitors. Guided Group Visit 80 visitors.
- **Maximum number allowed in Main House at one time:** Group Admission 50 visitors. Guided Group Visit 40 visitors.
- **Maximum capacity per Tour Guide:** 20 visitors
- Groups larger than 50 (Admission Only) or 40 (Guided) will be split into two sections that alternate between the Main House and Gardens over a period of two hours.

Policies and Procedures

- Groups must submit their fully completed [Reservation Request form](#) and full payment to Vizcaya's Visitor Experience Manager a minimum of 14 days in advance and no more than four 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 Visitor Experience Manager, 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 Admissions 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 Admissions 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.
- 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.
- 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.

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.

Contact

For additional information or to submit your request, contact Vizcaya's Visitor Experience Manager:

- **E-mail:** group.tours@vizcaya.org
- **Phone:** 305-860-8442