

# McKEE

## BOTANICAL GARDEN

### GUIDELINES FOR GUIDED GROUP TOURS

1. All tours must be booked at least three weeks in advance in order to schedule Guides.
2. A \$25 reservation fee, payable by check, cash, or credit card, is required to book a tour. The reservation fee is refundable if the tour is canceled two weeks prior to the scheduled date. Within 14 days, the reservation fee is non-refundable. However, you may reschedule your tour for another date as long as we are given at least a two-day notice of cancellation.
3. Tours are confirmed upon receipt of \$25 reservation fee and completed Registration Form.
4. Minimum tour group size for adults is 10, maximum is 15. If over 15, additional guide(s) will be assigned to maintain the maximum 15 to 1 ratio.
5. Guided tours are offered between 10:00 a.m. and 2:00 p.m., Tuesday through Friday.
6. There are no picnic facilities on site nor food allowed in the Garden. For boxed lunches or catering, please contact the Garden Café, extension 111. Parties of 10 or more will have a 15% gratuity added and are asked to pay on one bill.
7. Buses may drop off and pick up visitors at the Admissions Gate and park in the North Parking lot.
8. In order to avoid long waits at the Admission window, one individual is responsible for collecting Admission fees in advance. Checks and all credit cards are accepted at the Admissions window on the day of your tour.

#### **ADMISSION FEES ARE AS FOLLOWS:**

Adults/Seniors:	\$25.00
Children (2-17):	\$15.00
Under 2 years:	Free

McKee Members must pay general admission for guided tours.

Contact Jay Hansen, Volunteer & Education Manager at 772-749-0601, ext. 113 or [jhansen@mkeegarden.org](mailto:jhansen@mkeegarden.org) for more information.