



## 2018 Guided Tour Request Form

Thank you for your interest in a Guided Garden Tour at The Arboretum, our State's designated botanical garden. Please be sure to read the guidelines below to ensure your understanding of our process.

### Tour Guidelines:

1. Tours consist of the Home Demonstration Garden, Fragrance Garden and Flight 5191 Memorial Rose Garden. **Gardens are toured by walking on gravel paths, mulched paths, paved trails and grassy areas.**
2. Tours are available for groups of six (6) or more people on **Tuesdays, Wednesdays and Thursdays** starting May 10, 2018 through September 27, 2018. **Tours last for one hour** and can be requested for any of the following time slots:
  - 11:00 a.m. to noon
  - Noon to 1:00 p.m.
  - 1:00 to 2:00 p.m.
  - 2:00 to 3:00 p.m.
3. The charge for a tour is \$5.00 per person. Payment is due at the Visitor Center on the day of the confirmed tour, before the tour start time. We accept cash, check, Visa and Mastercard.
4. Tours are aimed at an audience age 13 years and above.
5. New in 2018 is a benefit to Friends of The Arboretum and Kentucky Children's Garden (KCG) season member holders. A Friends membership (of any level) entitles one person per membership to a free tour. A KCG season membership entitles one person per membership to a free tour. Members must present their membership card at the time of the scheduled tour.
6. All tour requests must be made with adequate time for us to seek and confirm a garden guide from amongst our **Garden Guides**. We suggest a minimum of **four (4) weeks advance notice**.
7. For tour groups larger than 20 people, we will seek two garden guides. **Please allow additional time for us to process your request, and secure Garden Guides, if your group is larger than 20 people.**
8. We will make every effort to accommodate your tour request, but please note we are dependent on volunteer Garden Guides for this program. If a Garden Guide cannot be secured for your requested date and time, we will notify your designated contact via email.
9. Please arrive at The Arboretum Visitor Center 15 minutes before your scheduled tour time.
10. Our gardens are all outdoors, so please dress for the weather, wear sunscreen and comfortable shoes, and bring a water bottle.
11. The safety of our patrons and guides is of paramount importance. Severe or inclement weather can cause a tour to be cancelled. The University of Kentucky's definition includes seeing lightning and/or hearing thunder. If either of these events occur, we are required to wait 30 minutes before we can start a tour.
12. The Arboretum has two wheelchairs available for use while on the grounds. We ask you to leave a driver's license or other form of identification at the Reception Desk while you use our wheelchair(s).
13. Please submit the form on the following page to start the process. We will contact you as soon as we have confirmed we can meet your request. Please be sure to complete all sections of the tour request form to assist our efforts.



## 2018 Guided Tour Request Form

Please complete all of the spaces on the form below and mail to the address below or send a scanned document via email. The Garden Guide Coordinators will contact you to confirm your request.

**Group Name:** \_\_\_\_\_

**Group Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact name for group on the day of tour:** \_\_\_\_\_

**Phone number for contact name on the day of tour** \_\_\_\_\_

1<sup>st</sup> preference tour date and time \_\_\_\_\_

2<sup>nd</sup> preference tour date and time \_\_\_\_\_

Number of people in your group (6 people minimum required) \_\_\_\_\_

Does your group have any special needs? \_\_\_\_\_

**Please submit your completed form to:**

The Arboretum  
500 Alumni Drive  
Lexington, KY 40503

Or send by email to:  
[Arboretum@uky.edu](mailto:Arboretum@uky.edu)

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**For office use only**

I \_\_\_\_\_ spoke (in person) (by phone) to this group

Emailed to (select all that apply) J. Hartman M. Witt L. Ferrell on (date) \_\_\_\_\_

(Select one) 1 2 3 guides needed.

Guide 1: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Guide 2: \_\_\_\_\_ Phone Number: \_\_\_\_\_

On Paper Calendar: Yes No