

## 2019 Guided Tour Request Form

Thank you for your interest in a guided tour of the Horticultural Gardens at The Arboretum, designated our State's botanical garden in 2000. Please be sure to read the guidelines below to ensure everyone's success.

### Tour Guidelines:

1. Our guided tour consists of visiting 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 lasting one hour can be requested for groups of six (6) or more people on **Monday, Tuesday, Thursday** or **Saturday** starting Monday May 13, 2019 through September 28, 2019. Tours are geared toward an audience ages 13 years and above. Tours can be requested for the following times:

#### Monday or Tuesday

10 to 11:00 a.m.  
11:00 a.m. to 12:00 p.m.  
12 to 1:00 p.m.  
1 to 2:00 p.m.

#### Thursday or Saturday

11:00 a.m. to 12:00 p.m.  
12 to 1:00 p.m.  
1 to 2:00 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. As a benefit to being either a member of Friends of The Arboretum or a season member of Kentucky Children's Garden, membership (of any level) entitles one person per membership to a free tour. Members must present their membership card at the time of the scheduled tour.
5. All tour requests must be made with adequate time for us to seek and confirm a volunteer guide. We suggest a minimum of **four (4) weeks advance notice.**
6. Tours for groups larger than 12 people require additional volunteer guides. **Please allow additional time for us to process your request if your group is larger than 12 people.**
7. We will make every effort to accommodate your tour request, but please note we are dependent on our volunteer guides to deliver this program. **If a Garden Guide cannot be secured for your requested date and time, we will notify your designated contact via email.**
8. Please arrive at The Arboretum Visitor Center 15 minutes before your scheduled tour time.
9. Our gardens are all outdoors, so please dress for the weather, wear sunscreen and comfortable shoes, and bring a water bottle.
10. 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.
11. 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 if you need to use our wheelchair(s).
12. Please submit the form on the following page to begin the tour request process. We will contact you via email as soon as we have confirmed we can meet your request.



## 2019 Guided Tour Request Form

Please complete all of the areas on the form and mail to the address below or send a scanned document via email. **You will be contacted via email 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) \_\_\_\_\_

What is your group interested in seeing or learning more about? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

Request received (check one) \_\_\_ at Visitor Center \_\_\_ by email \_\_\_ by mail

Request emailed to guides and guides-in-training on (date) \_\_\_\_\_

(Select one) 1 2 3 guides needed.

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

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

Guide 3: \_\_\_\_\_ Phone Number: \_\_\_\_\_

On paper calendar:    Yes    No