

2020 Guided Tour Request Form

Thank you for your interest in a guided tour of the Horticultural Gardens at The Arboretum, designated our State's official botanical garden in 2000. Please be sure to read the guidelines below and let us know if you have questions.

Guidelines:

1. Our guided tours are led by volunteer guides and consist 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 11 through September 26, 2020. Tours are geared toward adults. Tours can be requested for the following times, but are ultimately dependent upon the availability of volunteers to lead the tour:

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 guided 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. If you are an Arboretum Friend, you are entitled to one free tour per year. You must present your member card at the time of the scheduled tour.
5. If you have a season membership to the Kentucky Children's Garden (KCG), one person per membership per year may receive 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 one or more volunteer guides. We suggest a minimum of **four (4) weeks advance notice.**
7. 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.**
8. 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.** Please be sure to indicate a first and second preference on the tour request form.
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. The policies of the University of Kentucky require us to delay (for 30 minutes) or to cancel outdoor activities if we hear thunder or see lightning.
12. The Arboretum has two wheelchairs available for use while on the grounds. You must leave a driver's license or other form of identification at the Reception Desk if you use our wheelchair(s).
13. 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.

2020 Guided Tour Request Form

Please complete 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 _____

1st preference tour date and time _____

2nd 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
 (859) 257-6955

Or send by email to:
Arboretum@uky.edu

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