

## ***Group Tour Policies***

### **Group Tour Programs & Rates**

- A minimum of 10 people is required to qualify for the group tour rate.
- The group tour rate for the guided Mansion Tour and self-guided Carriage Museum is \$9.00/person. Groups should plan to spend approximately 90 minutes on site (45 minute mansion tour, 30 minutes in Carriage Museum, 15 minutes walking to and from parking lot).

### **Tour Reservations**

- Group tours are offered Thursday, Friday and Saturday eleven months of the year. We are closed during the month of January. Group tour slots fill quickly and are offered on a first come, first serve basis.
- Reservations must be made with a member of the Morven Park Education Department, via email ([education@morvenpark.org](mailto:education@morvenpark.org)) or by phone (703-777-2414 x6621).
- Groups of 10 or more must make advanced reservations at least two weeks prior to visiting.
- Groups of more than 18 individuals will be divided into smaller groups for tours.
- **If your group's size changes, Morven Park must be notified at least one week prior to your tour.** The ability to accommodate increased numbers will be subject to availability.
- **A 50% non-refundable deposit is required at the time of making a reservation to hold the requested date. The date will not be confirmed until the deposit is received.** Deposits may be paid by Visa or MasterCard credit cards or mailed (checks payable to the Westmoreland Davis Memorial Foundation). The tour balance may be paid by cash, check, or credit card (Visa or MasterCard only) on the day of the tour.
- Tour rescheduling for any reason is subject to availability.
- Please notify us at least one week in advance of any special needs, such as handicap accessibility. We are happy to make accommodations as needed.

### **Logistics**

- Groups are greeted at the mansion visitor center, unless otherwise noted. For directions to the site and walking maps, please visit our website at <http://www.morvenpark.org/visit/directions.html>.
- Tours will occur rain or shine. In the event of inclement weather, programs are subject to alterations.
- Photography, food, and drink are not permitted in the Governor's Mansion or Winmill Carriage Museum. Groups planning to enjoy lunch on the grounds may do so in the designated picnic areas.
- Restrooms are located next to the visitor parking lot. A limited number of restrooms are available in the Governor's Mansion and the Winmill Carriage Museum, so please plan accordingly.
- A considerable amount of walking on uneven surfaces is required from the main parking lot to the Governor's Mansion and from the Governor's Mansion to the Carriage Museum. Significant inclines may be encountered on these paths. Visitors should wear appropriate footwear.
- Any group arriving late (15 minutes or more) will have its tour shortened to fit within remaining scheduled time slot without refund. Morven Park is not responsible for tardiness due to traffic, difficulty in locating the site, or any other unforeseen travel impediments. It is the responsibility of the group leader to obtain clear directions prior to the site visit.

Please contact us with any questions. We look forward to seeing you at Morven Park!