

Group Tour Policies

Group Tour Programs & Rates

The school group rate is \$3.00/student or chaperone. All other groups observe the following rates:

- *Governor's Mansion Tour*: \$4.00/person; tour lasts approximately 45-60 minutes.
- *Winmill Carriage Collection Tour*: \$4.00/person; tour lasts approximately 30-45 minutes.
- *Columns and Carriages Tour*: \$8.00/person; tour lasts approximately 90 minutes.
- *Civil War Hut Site Exploration*: \$2.00/person; self-guided.

Tour Reservations

- Reservations must be made with the Senior Interpreter, via email (tours@morvenpark.org) or by phone (703-777-2414 x6625).
- Groups of 10 or more must make advanced reservations at least two weeks prior to visiting.
- Groups of more than 15 individuals will be divided into smaller groups for tours.
- Group leaders and bus drivers are admitted to the site free of charge.
- A 20% non-refundable deposit is required within one week of making a reservation to hold the requested date. 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.
- The group tour contact will be contacted at least one week prior to confirm the reservation.
- Tour rescheduling for any reason is subject to availability.
- School groups must provide one chaperone for every ten students.

Notifications

- If your group's size changes, Morven Park must be notified at least 24 hours prior to your tour. Changes without prior notification may result in tour changes based on staffing limitations and/or additional fees.
- A considerable amount of walking is required from the main parking lot to the Governor's Mansion and from the Governor's Mansion to the Carriage Collection and Civil War hut sites. Significant inclines may be encountered on these paths. Please make us aware in advance of any specialty needs, such as handicapped accessibility. We are happy to make accommodations as needed.
- Any group arriving 30 minutes or more late will have its tour shortened or cancelled 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.

Logistics

- Groups are greeted at the main visitor parking area, unless otherwise noted. For directions and maps, please visit our website at <http://www.morvenpark.org/directions.php>.
- **All tour groups arriving by bus must enter through the Service/Delivery gate, just down the road from the Main Entrance gate.**
- 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 Collection. Groups planning to enjoy lunch on the grounds may do so in the designated picnic areas.
- For outdoor programs, hats, water, sunscreen, insect repellent, and comfortable, closed-toed shoes are recommended.
- 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.

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