GUIDELINES FOR DOCENT LED TOURS

Group tours are given Monday through Friday between 9 am and 2:30 pm.

- **DURATION OF TOUR**: The tour will last approximately one hour.

- **FEES**: $10.00 per person, payable in advance and is not refundable. The **minimum due is $80** and is due at the time of booking.

- **GROUP SIZE AND LIMITATIONS**: maximum-50

- **SCHEDULING**: Tours must be scheduled and confirmed two to three months in advance.

- **AREAS**: Groups will be guided through the lower floor of the house and the entire garden. Although our garden is small, there is a fair amount of walking. Suitable shoes are recommended.

- **CANCELLATIONS**: Tours are given rain or shine. Please give as much advance notice of unavoidable cancellation as a courtesy to our volunteer docents.

- **CHILDREN**: Babies in backpacks and strollers are not admitted for a guided tour. Children must be 10 years old or older.

- **HANDICAPPED ACCESS**: Restrooms and lift access to the Main House is available. Persons must provide own wheelchairs and assistants. Walking devices must have protective pads to prevent scratches on the wood floors.

- **PARKING**: The parking lot is located along Embarcadero Road with an entrance on Waverley Street. Buses may unload passengers, but must park at another location.

- **PHOTOGRAPHY**: Personal photography is permitted. Commercial or public use of the Garden is not permitted without written consent.

- **PICNIC FACILITIES**: There are no large picnic facilities. Big groups are directed to local public parks, or to restaurants at the nearby shopping centers. However, we do have two wooden tables with benches under the Oak Trees for small parties.

- **PLANT MATERIAL**: No plant material may be removed from the garden.

- **RESTROOMS**: There are restrooms available for men and women.

- **SMOKING**: Smoking is not permitted on the property.

- **VISITOR HOURS**: The Garden is open daily to the public during daylight hours. Visitors may remain and continue to enjoy the Garden after the tour. Administration office hours are 9 am to 2 pm, Monday through Friday.

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