



Manatee Village Historical Park
1404 Manatee Avenue East
Bradenton, Florida 34208
941-749-7165 ▪ manateevillage.org

Private Guided Tour Guidelines

Historical displays, building restoration, and maintenance are our first priorities. Available buildings and grounds (or their appearance due to restoration) are subject to change.

Please be sure to read this document in its entirety before scheduling your Private Guided Tour.

- 1) **Cost:** Admission is \$5.00 per person for a docent-led group tour of 10 or more guests. Once a tour is requested, a \$50 pre-payment (equal to the minimum attendance) is required within two weeks to hold the tour date. Tours are subject to Florida state tax. Reservations must be made at least two weeks prior to the tour date. Please note that staff are not permitted to accept tips.
- 2) **Reschedule/Cancellations:** Rescheduling tours is subject to staff availability. Tours may be rescheduled up to two weeks in advance. Cancellations by the group within two weeks of the tour will result in forfeiture of the \$50 pre-payment. In the event that Manatee Village staff needs to cancel your tour due to weather or unforeseen circumstances, you will receive the option to either reschedule or receive a full refund (which will be paid in check form, please allow up to 60 days to process). Manatee Village staff will reach out to you two weeks prior to your tour to confirm your anticipated attendance.
- 3) Private tours are not a rental and must be scheduled during normal business hours (9 AM –4 PM, Monday–Friday and 2nd & 4th Saturdays, excluding Holidays or their associated weekends). During your tour, all restrooms, exhibits, facilities, and open spaces, including the courtyard and Junior Junction play area, will be open to the general public to use. If your group would like exclusive facility use at MVHP, please contact us for information on an after hours private rental.
- 4) **Smoking and alcoholic beverages are not allowed on the museum campus,** including the restrooms and parking lot. Smokers will be asked to stand outside of the gate on the 15th Street East sidewalk or parking lot. **Food and drinks are not permitted in the buildings** (with the exception of bottled water)
- 5) **Pets are not allowed in any of the buildings,** except for service animals. Pet owners are responsible for keeping animals held on a leash and under control at all times. Proper removal and disposal of pet waste is required.
- 6) You may not advertise your event identifying Manatee Village as the co-coordinator, coordinator, and/or informational contact for your group. Our address should not be used as an official address or headquarters of the scheduling group.
- 7) Groups who do not adhere to these policies will not be allowed use of the facilities and may be asked to leave the premises.



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Application for Private Guided Tour

Group Name _____

Contact #1 _____ Est. Attendance _____

Phone _____ Email _____

Contact #2 _____ Email _____

Phone _____ Preferred Date/Time _____

Alternate Date (2) _____ Alternate Date (3) _____

Special Considerations _____

Applications, including the \$50 pre-payment, should be received no less than two (2) week prior to requested date. Private Tour reservations are subject to staff availability. Tour dates are not guaranteed until you receive a written confirmation of your date by a Manatee Village staff member and the \$50 pre-payment is paid. A requested day can be placed on a courtesy hold for upward of 14 days but will be released if the pre-payment and the application is not received within that window.

By signing this application, you are agreeing on behalf of your group to the policies outlined in this document for Private Guided Tours. You further understand that failure for guests within the tour to abide by Manatee Village policies may result in your group being asked to leave.

Signature _____ Date _____

Return completed application form to:

Mail: Manatee Village Historical Park, 1404 Manatee Avenue East, Bradenton, FL 34208

Fax: 941-708-5924 or Email: manatee.village@manateeclerk.com

Staff Use Only:

Received date: _____ Requested by: Phone: _____ Email: _____ Mail: _____

Payment Received by: _____ Payment Processed by: _____

Calendar Scheduled: _____ Confirmation sent: _____

Processed by: _____ Guide Assigned: _____