

## APPLICATION FOR A GUIDED TOUR AT LAURELWOOD ARBORETUM

725 Pines Lake Drive West, Wayne, NJ 07470

Applicant: \_\_\_\_\_

Name of Organization, if applicable: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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Type of Tour Desired (please check one):

- General Walking Tour (about 1 mile and 1 hour) \_\_\_\_\_
- Native Tree Tour (about 1 mile and 1 hour) \_\_\_\_\_
- Exotic Tree Tour (about 1 mile and 1 hour) \_\_\_\_\_

Date of Tour: \_\_\_\_\_

Time of Tour: \_\_\_\_\_

Number of people: \_\_\_\_\_

Guided tour for up to 15 people:       \$ 50.00  
Each additional person:                 \$ 5.00

Motorized carts are available upon request at a rate of \$15 per cart.  
Each vehicle holds 5 visitors and one tour guide.

A motorized cart will be needed for the tour: Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, how many carts will be needed?     1 \_\_\_\_\_ 2 \_\_\_\_\_

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Applicant agrees:

1. Fees are payable at the time the application is submitted. Fees for additions to the tour after the application is submitted are payable on the day of the tour.

*Payments may be made online through our website, [www.laurelwoodarboretum.org](http://www.laurelwoodarboretum.org), or by sending a check to: Friends of Laurelwood Arboretum, PO Box 2433, Wayne, NJ 07474-2433.*

2. If a permit for a tour is granted pursuant to this application, Applicant agrees to be solely responsible for any personal injury or property damage or loss during or in connection with the tour. The Township of Wayne and Laurelwood Arboretum assume no responsibility for such personal injury or property damage or loss. Applicant agrees to indemnify and hold harmless the Township of Wayne and Friends of Laurelwood Arboretum, its agents, servants and employees from any and all claims for personal injury or property damage or loss sustained by any person in connection with the tour. Applicant further agrees to defend, at his or her own expense, any such claim or lawsuit instituted by a third party against the Township of Wayne or Friends of Laurelwood Arboretum.

3. Laurelwood Arboretum may deny any application for a tour, or for a specific date and/or time, in its sole discretion.

4. Applicant agrees to comply with the attached Policies for Tours at Laurelwood Arboretum.

*Applications may be scanned and emailed to us at [info@laurelwoodarboretum.org](mailto:info@laurelwoodarboretum.org) or mailed to: Friends of Laurelwood Arboretum, PO Box 2433, Wayne, NJ 07474-2433.*

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Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

TOUR PERMIT GRANTED BY FRIENDS OF LAURELWOOD ARBORETUM

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_

## POLICIES FOR GUIDED TOURS AT LAURELWOOD ARBORETUM

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Thank you for your interest in scheduling a tour of Laurelwood Arboretum.

- Cars and vans may park in the visitors' parking lots on Vale Road and Pines Lake Drive West. If you are arriving in a commercial bus or coach, please make arrangements with us ahead of time. No unauthorized vehicles are allowed on the Arboretum's roadways.
- Please wear sturdy shoes that will provide some traction on gravel roadways.
- It's a good idea to use plenty of sunscreen and bring water.
- Children under the age of 13 must be supervised by adults.
- Reservations are requested to be made at least two (2) weeks prior to the event.
- The Laurelwood Office Manager or Tour Manager must be notified of cancellation of a tour at least one (1) week in advance. Refunds will be made only upon receipt of written cancellation.
- If a tour has been rained out and a rescheduling is desired, the original application should be resubmitted with an alternative date indicated. If rescheduling is not desired, a full refund will be made.
- Please be advised that there are no toilet facilities in the Arboretum except when the Knippenberg Center for Education is open (Tuesdays through Sundays, April through October, 12 noon to 4 pm, weather permitting).
- We ask that those taking a tour help preserve Laurelwood Arboretum by leaving the Arboretum as it was found. Please take any and all items brought into the Arboretum with you when leaving, including trash.
- Smoking, alcoholic beverages and illegal drugs are prohibited in the Arboretum. Please see Rules and Regulations for the Arboretum at <http://www.laurelwoodarboretum.org/rules-and-regulations/>.