

Thomas Jefferson's Poplar Forest
Group Tour Policy and Information Sheet

Thomas Jefferson's Poplar Forest is pleased that you are considering a visit to Thomas Jefferson's retreat home. This information sheet is designed to assist you with your planning and outline our policy and procedures.

Thomas Jefferson's Poplar Forest is available for group tours during our regular season March 15-Dec. 30th, every day from 9:00am to 3:30pm with the exception of Easter, Thanksgiving, Christmas Eve and Christmas Day, when the site is closed.

Group Tour Policy and Fees

We do not accept group reservations after 3:30pm due to staffing and volunteer limitations so please plan your time accordingly. If your group arrives more than 30 minutes late for your scheduled tour without notification, or after 4:00pm, a Poplar Forest guide may not be available for a tour. If this occurs, your admission will be valid for the lower level self-guided exhibits and grounds ONLY.

If your group is running late, please call the Programs and Education Coordinator, Rachel Honchul at 757-344-8802 (cell) or the Poplar Forest Museum Shop at 434-534-8120.

A group eligible for a reservation consists of **10 or more people**. Groups of less than 20 people pay the regular admission costs for the members of their group. Below are our General Admission Categories.

Adults -\$16.00	College (with ID) -\$8.00	Youth- \$6.00
Seniors -\$14.00	Teen -\$8.00	Child -\$4.00

Groups consisting of less than 10 people are welcome to make reservations for a private tour for the additional fee of \$10.00 per person.

Groups consisting of **20 or more people** are eligible for the group admission rate. Our Group Admission rates are listed below.

Adults/Seniors -\$12.00	College/Teen -\$8.00	Bus Drivers/Guides- Comp
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If your group has dropped below 20 people on the day of the tour, the full admission rate will be charged. D-Day Memorial Combo Tickets, Membership passes, free passes or other discount coupons are not valid for group admission.

Rates are subject to change without notice.

To secure your scheduled tour time, Poplar Forest requires a **non-refundable** deposit 30 days in advance of your visit. The deposit will be applied to your final bill at the time of payment. Our deposit requirements are listed below.

Group of 20 or more: \$50.00 deposit	Group of 50 or more: \$100.00 deposit
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Payment is due in full on the day of your scheduled visit and can be paid by cash, check or credit card in the Museum Shop. Billing is available with an advanced request.

Tour Information

- The guided house tour is approximately 45 to 60 minutes in length.
- We suggest allowing at least **two hours** for the entire visit to allow for disembarking and boarding the bus, use of the restrooms, the tour component and visiting the self-guided exhibits, grounds and Museum Shop.
- Specialty and Themed tours are available upon advance request for an additional fee of \$10.00 per person. Subject to guide availability.

Accessibility Information

- Visitors touring the house and grounds should be aware that there is a considerable amount of walking and time spent standing during the tour.
- The historic house is 200 ft. from the museum shop and there are seven steps with a railing to reach the house entrance. The house is located in a natural setting with no sidewalks or paved roads.
- Poplar Forest does provide the use of a golf cart for those in need of transport to the house as well as a wheelchair lift to the main level. If your group will need the use of either please make us aware ahead of time.
- The restoration is still in progress, and because of the restoration work, some areas of the house may not be accessible at the time of your visit.

Photography Policy

- Visitors are encouraged to take photographs and video outside for their personal use only, and are allowed to take pictures or use video recorders inside the historic house at the discretion of their guide.

Dining Options

- No food or drink is permitted in the historic house.
- Boxed Lunches are available for purchase at advanced request and a picnic area is available for reservation for groups of 50 people or less at no extra cost.
- Please contact the Program and Education Coordinator for the Boxed Lunch Menu or for a list of nearby, group friendly restaurants.

These guidelines are designed to make your visit to Thomas Jefferson's Poplar Forest more enjoyable. We welcome your suggestions. For additional information, directions or to schedule a tour, please contact our Programs and Education Coordinator, Rachel Honchul at (434) 534-8110 or by email at rachel@poplarforest.org.

Combo Tickets to the D-Day Memorial in Bedford, VA are not valid for group admission to either Poplar Forest or the D-Day Memorial. To schedule a group visit at the Memorial please contact their Director of Site Operations, Sandra Parece, at (540) 587-3619 or by email at sparece@dday.org.