

HARVARD INFORMATION CENTER
GROUP TOUR INFORMATION SHEET

- **Tour fees schedule:**

Non Profit Organizations	
Group Size	Fee
15-30	\$35.00
31-60	\$50.00
61-80	\$70.00
81-100	\$90.00

Private and Travel Organizations	
Group Size	Fee
15-30	\$50.00
31-60	\$70.00
61-80	\$100.00
81-100	\$130.00

- **Payment Options:** Credit card, Cash or Company Check; no personal checks.
- **Tour Size:** We are currently able to accommodate no more than 100 persons at one time. Any additions or subtractions to a tour size must be received by the Information Center with 24 hours notice before the scheduled tour. If we do not receive notice of a smaller group size, you will be charged the greater amount quoted at the time of booking.
- **Cancellations:** In the event that you have to cancel your tour, we require two business days notice. If we do not receive notice of your cancellation before two business days, or you are a “no-show” on the day of the tour, you will be billed a \$25 cancellation fee.
- **Late arrivals:** If you know that you will be arriving late, we request that you phone our office ahead of time to let us know approximately what time you will be arriving. In the event that you arrive 15 minutes late past your tour time, we will provide an abbreviated tour, concluding the tour within the scheduled hour timeframe.
- **Tour behavior:** Our student guides are here to provide an excellent tour for you, and we look forward to hosting your group. In the event that groups are boisterous or behave in a manner that is disruptive or disrespectful to other campus community members and visitors, the tour will be concluded. We expect that groups will provide chaperones, and help to manage the group if necessary.
- **Confirmed tour:** In order to book a tour, we will need to receive a credit card number for payment. You will receive a confirmation sheet from us by email once tour is confirmed. Payment is due on arrival.
- **Tour fee exemption:** If you are a Boston or Cambridge public school, please contact us directly about fee waiver. Other Massachusetts public schools can contact us directly regarding a fee reduction.
- **Language translation:** The Harvard Information Center strongly recommends a translator if necessary for the group. Our ability to provide tours in different languages is very limited.