

GuggenheimMUSEUM Group Sales

Important Information to Know About Your Group Visit

Group Arrival

- Groups of 10 or more may receive group admission rates with advance reservation.
- Groups enter through the main entrance on Fifth Avenue and **check-in at the Group Sales Check-in desk** to make payments and/or receive tickets.
- Restrooms are located on each floor of the museum.

Student Groups

- One chaperone is required for every 10 students, grades K-12. Chaperones must remain with their group at all times.
- Study Guides are available at <http://www.guggenheim.org/artscurriculum/lessons/start.php> or mailed upon request.

Museum Safety

- Touching the artwork is strictly prohibited.
- Pencils, sketchpads and notebooks may be used in the museum.
- Flash cameras, tripods, cell phone use, pens, paints, food and beverages are prohibited.
- There is absolutely no photography allowed anywhere in the museum.

Audio Tours

- Groups must reserve audio tours at the time of booking.
- Audio tours are available to groups for \$1 per person.
- Audio tours are not available for student younger than 9th grade.

Guided Tours

- Pre-paid guided tours begin promptly at the scheduled arrival time (listed on the final confirmation). Tours are one hour in length.
- Late arrivals will have shortened tours.

Payments

- A credit card # must be given with each reservation to secure a guided tour. Guided tours are non-refundable and must be paid two weeks in advance.
- Fees may be paid by check, MasterCard, Visa or American Express.

Please do not mail cash. We do not accept purchase orders.

- Group Admission may be paid upon arrival to the museum if paid in ONE payment. Larger bills are better if paying with cash.

Cancellation

- Please contact the Group Sales department at least two weeks in advance to reschedule or cancel your reservation.
- Please note that all payments are non-refundable. A group credit voucher will be given if a refund is needed on pre-paid admission (\$10 minimum). A group credit voucher is valid for one year.

Parking

- **Car:** Alternate side of the street parking on Fifth Ave. and side streets is available. There is one garage located near the museum, which offers a discount for validated parking tickets.
- Impark Parking 40 East 89th Street (between Park Ave. and Madison Ave.)
- **Bus:** Motor coach drivers may stop temporarily to load or unload passengers on the west side of Fifth Ave. in front of the museum. For layovers, drivers may park on either side of West 62nd St. between Columbus Ave and Amsterdam Ave., except on Thanksgiving and New Year's Day, or on the west side of West End Ave. between 58th-61st Streets. In accordance with NYC regulations motor coach drivers may stop at "No Parking" or "No Standing" zones only while actively loading or unloading passengers. Drivers may not stop in a "No Standing" zone at bus stops. Drivers may not leave their motor coach during loading or unloading. Drivers may wait for passengers no longer than 20 min. in zones marked "No Parking" or "No Standing except Trucks Loading and Unloading."