

## **Group Visit Guidelines**

We are looking forward to welcoming your group to the Rubin Museum of Art!

In order to ensure that you have the best possible experience, please read and review the following guidelines before your scheduled reservation.

### **Tour Guidelines**

- Advance payment is required for all guided group tours and self-guided visits.
- Food, drinks, and phone calls are prohibited in the galleries.
- Photography for personal use is allowed in the galleries, provided that no flash or external light sources are used. In cases where the Museum is obligated to prohibit photography of certain objects, those items will be clearly marked as such.
- Please use pencil or other dry media to write or draw in the galleries.
- Any group arriving more than 15 minutes late cannot be guaranteed its scheduled guided tour. If your group anticipates a late arrival, please contact the admissions desk at 212-620-5000 x375.
- Cancellation must be made three business days prior to your scheduled visit or be subject to a \$40 cancellation fee.

### **Cafe Guidelines**

- Group reservations are available to groups who wish to confirm a full pre-order and provide payment in advance. All other groups are encouraged to order at the café counter and select any open tables available for use.
- Groups who also have a reservation at Café Serai are encouraged to submit a pre-order from our group platter menu to our Café Manager at least one week before your scheduled reservation.
- Outside catering or additional food and drinks cannot be brought into the space.
- Signage, promotional material, and/or decorations cannot be displayed within your reserved area of the café. We will prepare table reservation signage for you to identify your reserved area.