

# WHITNEY

Whitney Museum of American Art  
945 Madison Avenue at 75<sup>th</sup> Street  
New York, New York 10021-2790  
whitney.org

## Group Visit Guidelines

### GROUP ADMISSIONS

Groups of ten or more people are welcome to visit at reduced admission rates and receive express admission. For discounted group admission rates, a reservation is required. Groups arrive at the Museum together and then disperse throughout the galleries.

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For standard group admission, ten to thirty people per group are permitted. Special arrangements can be made ahead of time for larger groups, which may include breaking into smaller groups and staggering their arrival times.

#### Rates:

- **\$15 for adults**
- **\$10 for seniors (ages 62 and over) and students**
- Personnel from other museums, high school, ICOM, AAM members and CUNY student group tickets are free. A reservation is required in order to receive express admission. There is a \$2 administrative fee per ticket.

#### Available Times for a Group Visit:

- Wednesday, Thursday, Saturday, and Sunday
  - 11:30 am, 12:30 pm, 1:30 pm, 2:30 pm, 3:30 pm, 4:30 pm
- Friday
  - 1:30 pm, 2:30 pm, 3:30 pm, 4:30 pm

#### Policy on Lecturing or Leading a Group:

- The Museum restricts lecturing in the galleries to Whitney Museum staff only.
- If you are a teacher/professor wishing to lecture to your students, you may not lead your group through an exhibition like a tour. We kindly ask that you gather your group to quietly discuss artwork so as to not interfere with any other visitors. You must yield to Museum staff-guided tours at all times. To obtain permission to lecture to your class, you will need to request a Lecture Badge on your Group Scheduling Request form. A fee of \$25 is required, which includes the cost of the teacher/professor's admission.
- Teachers are required to send a letter on institution letterhead requesting to lecture at the Museum.
- Professors and teachers must currently teach at the institution organizing the group.
- To request a guided tour, including Museum Educator-guided School Tours, Docent Tours, and Private Groups, please visit <http://whitney.org/Visit/GroupTours>.

#### Group Reservation and Payment Information:

- In order to receive reduced rates and express admission, reservations are required.
- Reservations are accepted on a first come first served basis at least four weeks prior to the date of visit.
- Reservations cannot be made more than three months in advance.
- A deposit equal to the cost of ten tickets will be required in order to reserve all groups.
- The group will be invoiced for the deposit and payment is due immediately.
- Reservations are not confirmed until the required deposit payment is received.

- Deposit payments must be made by credit card.
- Once the deposit is paid, the group will receive a detailed confirmation of their visit.
- If we do not receive payment of the deposit before your group arrives, group rates will not be granted.
- The Museum reserves the right not to allow large groups into the Museum without prior reservations.
- Please note that the \$25 lecture badge fee is due upon arrival. The lecture badge fee is not included in the deposit.
- For groups of more than ten people, the balance of the payment due may be made by cash, credit card, or check (personal or organizational) payable to the Whitney Museum of American Art.
- Arrangements can be made for advance payments made in full. Credit will not be given for unused tickets.
- Unused pre-paid tickets will not be refunded.
- Additional group tickets may be purchased upon arrival at the admissions desk at the discounted rate.
- All sales are final.

**Arrival information:**

- Please bring your confirmation letter.
- The group should assemble outside of the Museum while the group leader retrieves the admission tickets.
- The group leader should proceed to the admissions desk in the Museum lobby to process payments and receive tickets. The group leader should be prepared to give the final count and pay the balance due.
- Coat check: Visitors are required to leave their belongings at the coat check in the Museum lobby checkroom. This includes backpacks, lunches, and outerwear. Please arrive at least fifteen minutes early but no more than thirty minutes to allow time to process tickets and for the group to check items.
- Photography is not permitted in the galleries.
- Cancellations: To cancel your reservation, please call at least five business days in advance in order for any previous payments to be credited toward another date. If cancellation is not made five business days in advance, you will forfeit your deposit.

Tours can only be scheduled by submitting the online Group Scheduling Request form. Phone and email requests will not be honored.

If you would like to schedule a guided tour, please visit <http://whitney.org/Visit/GroupTours>.

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