



Guidelines for Adult Group Tours

As a group of 10 guests or more, discounted admission to GRAM and our special exhibitions is available. To help ensure the best museum experience possible and to accommodate all guest needs, we require your tour reservation at least **three weeks** in advance. To request a date, please complete and return the Adult Group Tour Reservation Form. Please know that docent guided tours are based on availability; self-guided tours are more flexible in scheduling. Once we receive your request for a tour, we will confirm your tour within one week. You will receive a confirmation letter and additional tour information by email or mail after your reservation has been placed.

Tour Pricing:

To qualify for discounted group admission, a group must consist of at least 10 individuals. Group prices per person are as follows:

Adult	\$7.00 per person
Senior (62+)	\$6.00 per person
College (with valid ID)	\$6.00 per person
Adult Group Leader	Free – one person designated per group
GRAM Members**	Free
Audio tour rental	\$2.00

**Names and membership ID numbers must be provided at least 3 days in advance of your visit.

Tour Times and Length:

Tours of GRAM's permanent collection galleries and temporary exhibitions can be self-guided or docent guided. A docent tour generally runs about an hour in length. Time in the museum is not limited, but two hours is usually plenty of time to visit our galleries and museum store.

Please plan to arrive 15 minutes early to your scheduled tour time in order to register, pay admission fees if needed, and check coats or other personal items. Tours may be requested one half hour after the museum opens and during the remainder of the museum's business hours. Tours may be scheduled during the following hours:

Tuesday-Thursday	10:30 AM – 5:00 PM
Friday	10:30 AM – 9:00 PM
Saturday	10:30 AM – 5:00 PM
Sunday	12:30 PM – 5:00 PM
Monday	Closed

Audio/Podcast Tours:

Podcast audio tours are also available to rent for an additional \$2 per person. Please be prepared to leave a photo ID at Guest Services upon audio tour checkout. If you prefer to bring your own iPod during your visit and avoid the rental fee, the audio tour can be downloaded in advance free of charge from our website at www.artmuseumgr.org.

Arrival, Parking and Departure:

All groups are asked to enter the Grand Rapids Art Museum through the Monroe Center entrance. A GRAM representative will be waiting to greet your group at this entrance to answer any questions and direct the group to the coat check, restroom, payment area, and galleries.

Parking meters will be hooded along Monroe Center for convenient passenger drop-off and pick-up. If you will be arriving in a marked van, bus, or motorcoach, you may be able to remain parked in these spots if scheduling permits.

Bus or motorcoach drivers may find parking along Scribner Ave., between Pearl Street and Michigan Street (see enclosed map). Buses must park on the east side of Scribner Street by the Gerald R. Ford Museum. There is also parking available on Mt. Vernon Avenue., north of Lake Michigan Drive (outside of Lot F on the map). Bus parking is available along both sides of the street and is indicated by signs. Limited bus parking is also available in Area 6 (Location X on the map). Additionally, buses may park in metered spaces on the surrounding streets, if available. Buses taking up two meters are only required to pay for one meter. Buses taking up three meters will have to insert money in two.

For those groups arriving in individual vehicles, vans, or six-passenger buses, there is metered parking available on surrounding streets, including Monroe Ave, Ottawa Ave. and Ionia Ave. The most convenient parking is located across Ottawa Ave. in the *Monroe Center Parking Ramp* (Location M on the map). From Ottawa Ave., turn left on Louis Street and left again onto Ionia Street. The public entrance to the Monroe Center parking ramp is located off Ionia Street. *The City of Grand Rapids offers one-hour free parking in the Monroe Center ramp.* Each hour thereafter is \$2.00.

For additional directions regarding parking and driving to GRAM, please visit our website at www.artmuseumgr.org or contact Grand Rapids Parking Services at 616-456-3290.

Special Accommodations:

To ensure your group has the most beneficial experience possible, GRAM requests that we be informed at the time of booking of any visitors with physical, mental, or emotional disabilities. Special requests may also be communicated by calling Elizabeth Wilson at (616) 831-2931.

A limited number of wheelchairs and electric scooters are available for use within the museum, free of charge. These are available on a first-come, first-served basis only and cannot be reserved in advance. Portable stools are also available for gallery use upon request.

Cancellations:

Cancellations must be received at least 24 hours in advance. Groups who cancel with less than 24 hours notice will be billed for the full tour price. In the event of extreme weather conditions, contact the Security Office by phone at (616) 242-5033. The museum will waive the cancellation fee if local schools districts are closed.

Payment Process:

Admission may be paid by one check or by credit card at the time of arrival. Parties choosing to pay by cash must collect payment prior to arrival and pay for the group as a whole in one sum.

Admission payments are welcome in advance of the tour date. If your group/organization requires an invoice in advance, one can be provided as soon as a final headcount for the group is available.

Shopping:

Make sure to schedule time for your group in the Museum Store! You are sure to find the perfect gift among the selection of unique household items, toys, games, books, apparel, jewelry, and more! Group members will receive a 10% discount coupon upon arrival.

Special Events and Lunches:

Make your visit complete by planning a catered luncheon or private reception! Contact the Special Events office at (616) 831-2916 for more information on pricing and availability. Please be aware that these events are subject to an additional rental fee.

Outside of private events, we are currently not serving or selling lunches at GRAM. However, there are several great cafes and restaurants just outside of our doors! The following restaurants are the most conveniently located to GRAM:

Tre Cugini
122 Monroe Center NW, Grand Rapids, MI 49503
(616) 235-9339

Leo's Restaurant
60 Ottawa NW, Grand Rapids, MI 49503
(616) 454-6700

Big O's Café
80 Ottawa NW, Grand Rapids, MI 49503
(616) 451-1887

TGI Friday's
50 Monroe NW, Grand Rapids, MI 49503
(616) 742-8443

The B.O.B. (houses several restaurants)
20 Monroe NW, Grand Rapids, MI 49503
(616) 356-2000

For a searchable list of group-friendly restaurants in the downtown area, please visit the website for Experience Grand Rapids at <http://www.experiencegr.com/visitors/group-travel/group-restaurants/>.