



# MUSEUM OF CONTEMPORARY ART NORTH MIAMI

## Tour Request Form

**ALL GROUP TOUR GUIDELINES – Please read thoroughly and initial each item. TOUR REQUEST FORM WILL BE RETURNED IF NOT COMPLETED.**

- All groups of 10 or more are required to reserve a group tour no later than 2 weeks in advance. Group tours will **NOT** be scheduled if tour request form is not returned or incomplete.
- Tours are only available during museum hours. No group tours are available on Mondays.
- All group tours arriving 1 hour later than their reserved time must reschedule.
- For any special accommodations, please contact Education Department.
- If the majority attending this tour are non-English speakers, please contact the Education Department to ensure the best experience for your group.

### K-12 SCHOOL/YOUTH GROUP TOURS ONLY

- K-12 School/Youth Groups may begin **no earlier** than 10:00 a.m. Tuesdays thru Fridays only.
- K-12 School/Youth Groups will only be granted entrance into the museum at their contracted time.
- K-12 School/Youth Groups must provide 1 adult chaperone per 10 students; chaperones & teachers are admitted free for up to 10 adults.
- K-12 School/Youth Group maximum size dependent upon exhibition, contact Education Department for more information.
- **K-12 School/Youth Groups may have lunch in the museum courtyard, but are responsible for their clean-up**

**Organization/ School:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Date of Tour:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_

**Number of visitors:** \_\_\_\_\_

**Tour Prices:**

<b>ADULTS</b> \$10.00 per person per tour	<b>STUDENTS, SENIOR CITIZENS &amp; CHILDREN (12 years &amp; under)</b> \$5.00 per person	<b>ADDITIONAL WORKSHOP / ART ACTIVITY</b> (optional) \$4.00 per person
<p><b>Please note that all tours require an additional booking fee of \$60</b></p> <p>This flat rate confirms your tour date and guide. MOCA Education Department will provide payment processing options upon receipt of the request form</p>		

Total Fee: \_\_\_\_\_ (see above chart x number of people)

- **Check here if Fee is Waived (CULTURAL PASSPORTS TOURS ONLY)**

Signature of Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Sign & fax the tour request form to:

MOCA 305-891-1472 or send via email to [education@mocanomi.org](mailto:education@mocanomi.org)