

## GROUP VISIT GUIDELINES

- Thank you for your interest in bringing a group to Kirkland Museum!
- **All groups should make advanced reservations** (for 10 or more people). We are delighted to help you pre-arrange your visit so everyone will enjoy their experience at the museum. Due to the intimate nature of the museum galleries, groups are scheduled on a first come first served basis subject to availability.
- **To schedule/reserve a group visit, please submit a Group Reservation Form before your visit.** The completed form may be faxed, emailed, or mailed to the museum. An electronic form is available on our website: <http://www.kirklandmuseum.org/pages/index/group-tour.html>. We will contact you to confirm your reservation.
- For self-guided visits (no tour) please make your reservation **7 days in advance**. (Please allow at least 14 days notice for groups of 40 or more people.)
- For **docent-guided tours** please make your reservation at least **10 days in advance** for groups of 10-20 people. Please allow a minimum of **14 days notice for groups of 20 or more people**.
- **The group admission fee is \$5 each** for 10 or more people. (The group organizer, bus driver, & chaperones are free.) There is no extra charge for a guided tour.
- **Advance payment is requested.** This is the most efficient way to admit your group without waiting in line at the front desk. We can accept Visa, MasterCard or Discover over the phone, or checks can be mailed to the museum. (No refunds are offered for no-shows. Pre-paid amount will be refunded if tour is canceled with 48 hours notice.)
- Group visits may be arranged **any time during regular museum hours; Tues-Sun. 11am-5pm**. Additional times are available by special arrangement. For times outside of regular visitor hours *please inquire for specific details and availability*: advance payment and a minimum group size may be required.

**Contact: Shelly Bleckley**  
Visitor Services Coordinator  
[groups@kirklandmuseum.org](mailto:groups@kirklandmuseum.org)  
phone: 303-832-8576 ext. 205

## GUIDED TOURS ARE AVAILABLE

- Kirkland Museum staff and volunteers are available to conduct **guided tours upon request**. General museum tours or tours of specific collection areas or special topics can be arranged. Indicate your interests on the reservation form.
- **Guided tours last 45-60 minutes.** Your group is welcome to stay in the museum's galleries after the tour is over and enjoy the collections on their own (during regular hours).
- **We recommend a maximum of 20 people per guided tour.** For larger groups, we can offer multiple tours to accommodate everyone, and divide the group into smaller tours. Alternately, different arrival times can be scheduled to avoid overcrowding. Additional notice is requested for groups of 20 or more people.

## ADDITIONAL INFORMATION:

- Most visitors spend 60-90 minutes enjoying the museum. Guided tours last 45-60 minutes.
- Groups of 40 or more people may be offered staggered admission times to prevent overcrowding. Please allow additional notice for scheduling large groups.
- Children under the age of 13 are not permitted in the museum due to the fragile nature of the collection and the intimate manner of the displays.
- Children/Youth ages 13-17 must be accompanied by an adult (maximum of 4 youth per adult). Chaperones should familiarize themselves with Museum rules and help Museum staff with their enforcement.
- The museum is fully ADA accessible. There is no admission charge for a caregiver. Visitor seating is offered in each room. A wheelchair and portable stools are available for your convenience.
- A complimentary coat room and lockers are available for your convenience. All large items, bags, and coats must be left in the coatroom/lockers.
- There are no indoor facilities for eating and drinking. There are several restaurants within walking distance.
- Museum **parking is free** but limited. There are four spots inside our gates on Pearl St. Our main parking lot is located across the street, on the southwest corner of 13<sup>th</sup> Ave and Pearl Street.
- See our website for additional information about the museum and our collections:  
[www.kirklandmuseum.org](http://www.kirklandmuseum.org)
- **We look forward to seeing your group!**  
You may call Shelly at 303-832-8576 ext. 205 or email [groups@kirklandmuseum.org](mailto:groups@kirklandmuseum.org) to check the availability of your preferred date and time. Please call or email at any time with questions or changes in itinerary.