

## CAM K-12 Group Tour Rates and Policies

### **Public Hours\***

Public Hours:

Wednesday 11:00 a.m. - 5:00 p.m.

Thursday 1:00 p.m.- 7:00 p.m.

Friday, Saturday, and Sunday 11:00 a.m. - 5:00 p.m.

\*Public Hours are subject to change per season and Niagara University holidays

### **Tour Hours**

Group Tour hours: As requested between 10:00 a.m.- 5:00 p.m., Monday through Friday with some accommodations available outside of our public hours. The first tour can be booked at 10 a.m. and the last booking at 4:00 p.m. Subject to staff and volunteer availability.

### **School Groups**

Make the most out of a school group experience with a guided tour! School groups wishing for a guided tour must have a group larger than 10 students and accommodate grades K-12. We can accommodate a school group size of up to 60 guests per organization reservation and require that at least one teacher or chaperone be a part of each tour party. If your group is larger than 20 people, we will separate your group up into smaller rotating groups with either 15 students per group (or half if greater than 10 and less than 20) for grades K-8 and 20 per tour grouping with grades 8-12.

K-12 group rates below:

Group Type	Tour Price
SG-K-12 Students	+\$5 per person, K-12
SG-Teachers	Free
SG- Chaperones	Free
SG- Bus Driver	Free

**Self-Guided Groups**

Groups making reservations and declining a guided tour that is larger than 10 or more qualify for the Self-Guided Group rate. Groups should be split into smaller groups of 10 or less to explore the Museum galleries.

Group Type	Self-Guided Price
SGG-K-12 Students	Suggested donation of \$5 per person
SGG-Teachers	Free
SGG- Chaperones	Free
SGG- Bus Driver	Free

**Artistic Extensions for School Groups**

In addition to group tours, a program add-on can accompany your museum experience. Program add-ons are supplements to a general tour experience and are great ways to connect with the CAM's collection and temporary exhibits. *Each program add-on extends your visit and is subject to availability at the requested time.*

Program extensions are as follows:

Activity Type	Activity Price	Time
Art Engagement Activity	Free Option with a guided tour	15 minutes, 15 minutes discussion
Art Making	+\$5 per student	45 minutes, 15 minutes clean up

**Art Engagement Activity:** Dive into art and critical thinking by making meaningful connections to art and interpretation of art. Students will learn to look more closely at art and what the meanings behind art mean to them.

**Art-Making:** Your students will become the artist by creating simple artworks, influenced by pieces on display and artistic styles. These fun projects will complement tours for students and will allow them to take home a lasting memory of the CAM.



## **Billing and Payment**

### ***Payment***

After a reservation confirmation and invoice is sent, a 50% deposit is required to hold your reservation. On or before your visit we request that full payment be made to the CAM by credit card payment to 716.286.8201 or check\* by mail to:

**Castellani Art Museum  
PO Box 1938  
Niagara University, NY 14109-1938**

*\*Checks should be made to the Castellani Art Museum. Please write the invoice number in the memo field of your check.*

### ***Final Confirmation***

Please note that your tour is formally booked once you've received the group Tour Confirmation and Invoice from the CAM Community & Academic Engagement Manager. If you do not receive a confirmation or if you have questions regarding the details included in your confirmation, please contact [CAMTours@niagara.edu](mailto:CAMTours@niagara.edu).

### ***Final Group Count***

We request that any modifications to your group tour reservation attendees be made two days before your anticipated visit.

- If your party arrives with less than your original party, we will not refund individual tickets.
- If you arrive with more guests than initially requested, we will bill you for the additional guests.
- If you wish for a refund for a tour count overage, please contact the Community and Academic Engagement Manager and allow for 30 days of processing. If your trip was canceled without notice to the Museum, you are not subject to a refund unless in an emergency situation.

We cannot guarantee the ability to give tours to additional guests outside of the original request due to the capacity limitations of our tours.

## **Arrival**

Please arrive 10-15 minutes prior to your scheduled visit to ensure that the group tour starts on time. Depending on transportation, parking at the CAM is available in the following areas.

Individual Parking:

- Gallagher lot and Dwyer lot
- Summer: Castellani lot

Bus Parking:

- Gallagher lot and Dwyer lot

Guests are also encouraged to stop at the front of the CAM as a drop-off and pick-up location. A handicap-accessible pathway is located on either side of the CAM.

### *Campus Parking Passes*

Parking passes will be issued by the CAM ahead of your visit and can be picked up at the front reception desk of the CAM or will be sent with your group tour confirmation.

### *Group Waiting Area*

Please be prepared for your group to gather in the CAM's Sculpture Court in front of the reception desk or in the outside portico courtyard. A representative from the CAM will greet and assist in the grouping of your party.

### *Coat Rack*

A coat rack is also located in the Sculpture Court. Backpacks must be left at the coat check area and we encourage large groups to visit without them. Luggage or items larger than a carry-on size is prohibited at the CAM.

## **Late Arrivals and Cancellation Policy**

### *Late for Guided Tour*

If your party is late for a self-guided visit without prior notification, after 30 minutes your programming will be considered canceled. *The CAM reserves the right to keep any deposit made if cancellation or late arrangements are not made within two days of your scheduled visit.*

### *Cancellation Policy*

Please notify the CAM at least two days before your scheduled visit if modifications are required. We value the time that our staff dedicate to providing their expertise and make this request for their consideration. The CAM reserves the right to keep any deposit made if cancellation or late arrangements are not made within this time frame.