

Group visits booking Request Form

File No.	<input type="text"/>
Observations/ manager	<input type="text"/>

[fields to be filled in by the Museum]

Please fill in and sign the following request form and send it to the Museum at reservas.mceramica@cultura.gob.es, or fax it to (+34) 96 351 35 12. By signing this document, you agree to comply with the rules detailed on the reverse side.

Date of request:	<input type="text"/>
Requesting entity:	<input type="text"/>
Postal address:	<input type="text"/>
Telephone:	<input type="text"/>
Fax:	<input type="text"/>
E-mail:	<input type="text"/>
Person in charge:	<input type="text"/>

(the full or partial discount will be applied after accreditation has been verified at the ticket office):

Type of group:	<input type="checkbox"/> Schoolchildren, under 18	<input type="checkbox"/> Pensioners, over 65
	<input type="checkbox"/> Cultural associations	<input type="checkbox"/> Associations, Museum staff
	<input type="checkbox"/> Guides, teachers, journalists	<input type="checkbox"/> Special groups

No. of people:	<input type="text"/>	No. of companions:	<input type="text"/>
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[If there are more than 25 people in the group, new groups will be formed that will pass through in subsequent 10-minute intervals]

Date requested:	<input type="text"/>	Time requested:	<input type="text"/>
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BOOKING CONFIRMATION

Date:

Day of the visit: Time:

Type of fee:

Guided tour:

Yes, guided by:

No

Signature and Stamp of the Museum:

[fields to be filled in by the Museum]

How to book your group visit

- Send this duly completed request form to the Dissemination Department via email: reservas.mceramica@cultura.gob.es or by fax to (+34) 96 351 35 12, at least **15 days before** the requested date.
- The group will receive confirmation by fax or email; and must show this duly accredited confirmation at the Museo Nacional de Cerámica.
- This request form supposes acceptance of the **rules for visiting** the Museo Nacional de Cerámica. These can be consulted at: <http://www.culturaydeporte.gob.es/mnceramica/visita-museo/visita/normas-visita.html>
- **Prices and discounts** for tickets can also be found at: <http://www.culturaydeporte.gob.es/mnceramica/visita-museo/visita/tarifas-condiciones-entrada.html>

Rules and recommendations

- On the day of your visit, you must show a copy of the confirmation of your request at the ticket office.
- Visits must be arranged at **least 15 days in advance**.
- For reasons relating to the security of the collections, each group will be comprised of a **maximum of 25 people**, and will be accompanied by one person in charge.
- The groups and their guides must comply with the indications given by the Museum staff at all times, e.g. relating to the wait, for regulating the capacity in rooms, in the places indicated by the Museum staff.
- Guided groups that wish to take a free tour can do so provided that they meet the waiting conditions indicated by the Museum staff. This will avoid overcrowding, which would pose a risk to the visitors or cultural assets.
- Groups must gather outside while the guide organises the entry procedures. In the event that it is raining or in special situations, the Museum staff will provide access to waiting areas inside.
- The room officers must always wear identification badges with their names on them, which must be visible for the visitors.
- Photographs may be taken inside the Museum, although not with flash. Visitors may not enter the Museum with tripods or selfie sticks. It is prohibited to consume food or drink inside the Museum. We ask you to leave all personal belongings (bags, umbrellas, backpacks, etc.) in the lockers available for this purpose.
- You may not sit on the floor or on the historical furniture. You will find wooden chairs and benches in the exhibitions where you will be able to sit.
- **The ticket office will stay opened until 15 minutes before** the Museum **closes** for visitors who have paid for entry (normal or discounted). The Museum may not be entered after this time.
- The Museum does not guarantee that the visitors entitled to free admission who enter less than 45 minutes before the Museum closing time will have enough time to visit the entire permanent exhibition. In the case that they have not finished their visit in the morning, they will be able to enter the Museum with the same ticket after 4pm.
- **The exhibition rooms will stay opened for the public until 15 minutes before the Museum's official closing time.**