

## 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 10 or more students and accommodate grades K-12. We can accommodate a school group size of up to 60 guests per school group. If your group is larger than 25, we will separate your group into smaller rotating groups and require that at least one teacher or chaperone be a part of each tour party

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**

We strongly recommend a guided experience for all groups. However, if your group of 10 or more declines a guided tour, you will qualify for the Self-Guided Group rate.

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	+\$8 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 receiving the Group Tour Confirmation and Invoice:

- For groups larger than 40, a 50% deposit is required to hold your reservation.
- Full payment is due on or before your visit.

Payment options:

1. Credit card: Call 716.286.8201
2. Check: Mail to: **Castellani Art Museum, c/o Group Tours PO Box 1938, Niagara University, NY 14109-1938**

*Make checks payable to the Castellani Art Museum. Include the invoice number in the memo field.*

**Final Confirmation** Your tour is formally booked upon receipt of the Group Tour Confirmation and Invoice from the CAM Community & Academic Engagement Manager. If you don't receive a confirmation or have questions, contact [CAMTours@niagara.edu](mailto:CAMTours@niagara.edu).

### **Final Group Count**

Notify us of any changes to your group size at least two days before your visit.

- No refunds for individual no-shows.
- For refunds due to a significant reduction in group size, contact the Community and Academic Engagement Manager. Allow 60 days for processing.
- No refunds for cancellations without notice, except in emergencies.
- Additional guests beyond the initial request will be billed accordingly.
- We cannot guarantee tour availability for unexpected additional guests due to capacity limitations.

### **Arrival**

- Arrive 10-15 minutes early to ensure an on-time start.
- Parking:
  - **Individual:** Gallagher lot, Dwyer lot, Castellani lot (summer only)
  - **Bus:** Dwyer lot (drop off guests in front of CAM)
- Handicap-accessible pathways are on either side of the CAM.
- Campus parking passes are available for download or pickup at the CAM reception desk.

### **Group Waiting Area**

Gather in the CAM's Sculpture Court or outside the portico courtyard. A CAM representative will greet and assist your group.

#### *Coat Check*

- Coat rack available in the Sculpture Court.
- Backpacks must be left at coat check.
- Large groups are encouraged to visit without backpacks.
- Luggage or items larger than carry-on size are prohibited.

### **Late Arrivals and Cancellation Policy**

#### *Late for Guided Tour*

Tours will be considered canceled after a 30-minute delay without prior notification.

#### *Cancellation Policy*

- Notify the CAM at least two days before your visit for any changes.
- The CAM reserves the right to keep any deposit if cancellation or changes are not communicated within this timeframe.

#### *Late for Self-Guided Tour*

Tours will be considered canceled after a 30-minute delay without prior notification.

- Notify the CAM at least two days before your visit for any changes.

#### *Cancellation Policy*

Notify the CAM at least two days before your scheduled visit for any required modifications. We value our staff's time and expertise, so we appreciate your consideration in this matter. The CAM reserves the right to retain any deposit if cancellations or changes are not communicated within this timeframe.