Bookings are essential for all school and student groups visiting the Gallery.

Please ensure you have received the required approval from your school or institution to organise the excursion prior to submitting a booking request.

**HOW TO BOOK**

**Self-guided visits: NGV Collection and non-ticketed exhibitions**

There is no charge for self-guided groups visiting the collection or non-ticketed exhibitions.

These bookings can be made online up to 48 hours before your visit and will be confirmed immediately.

**Self-guided visits – Ticketed exhibitions**

The discounted school or student group price for exhibitions is available if you book at least two weeks in advance.

One supervising teacher/adult per 15 students is admitted to the exhibition at no charge.

School and student groups without bookings for ticketed exhibitions will need to purchase tickets on the day of visit and may experience delays in peak periods.

To make a booking for a self -guided visit to ticketed exhibitions, follow the booking link from the exhibition program page to complete a booking request. We will contact you within 5 days to confirm your booking

**Learning Program Bookings**

Once you have chosen a program follow the booking link from the program to complete a booking request. We will contact you within 5 days to confirm your booking.

**Booking Terms and Conditions**

We recommend submitting a booking request for ticketed exhibitions and programs at least four weeks in advance of your visit. Book as early as possible to ensure availability of programs, especially for large groups.

Changes to your booking must be made by email and can be made up to two weeks prior to your visit.

Invoices will be issued two weeks prior to your visit. Full program fees will be incurred for late cancellations or amendments.

Please contact us if you require any assistance with your booking.

Enquiries: P: 03 8620 2340

 E: edu.bookings@ngv.vic.gov.au

**PREPARING FOR YOUR VISIT**

Payment for NGV Learning programs is due in advance of your visit. Please ensure that you have contacted your finance officer to arrange payment prior to visiting the Gallery. Accepted forms of payment include Purchase Orders, Electronic Funds Transfer, Visa, American Express, and MasterCard.

Download our [Venue and Safety Information](https://www.ngv.vic.gov.au/wp-content/uploads/2017/08/NGVVenueandSafetyInformationforSchools.pdf), Certificate of Currency (link tbc) and [Commitment to Child Safety Standards](https://www.ngv.vic.gov.au/wp-content/uploads/2017/09/NGV-Statement-of-Commitment-to-Child-Safe-Standards.pdf) to assist with completion of a risk assessment.

Read the information sent with your confirmation carefully as it contains important information pertaining to your visit.

Read our [sketching and notetaking guidelines](https://www.ngv.vic.gov.au/about/reports-and-documents/sketching-and-note-taking-guidelines/) and download our online resources to help prepare your students for their visit.

Please be aware that there may be some works on display that are not suitable for all audiences. Teachers are advised to visit the Gallery or discuss any concerns with the NGV Learn team.

**ON THE DAY OF YOUR VISIT**

We recommend dividing your group into supervised groups of up to 20 to explore your chosen exhibition.

If you are attending a NGV Learning program, we recommend that you allow time to use the bathrooms and cloak your belongings prior to the commencement of your program. Your session will begin at the time stated on your confirmation letter.

Please refer to the location maps in your confirmation letter for entry points to NGV Australia and NGV International.