



## REQUEST FORM

Please note that requests for guided tours can only be processed when submitted at **least 5 work days before your planned visit**. Bookings for guided tours are binding. We will forward your application to our team of freelance art mediators. A guide, working on his or her own account, will then be arranged for you.

If a tour has to be cancelled, the guide must be contacted directly at least **three work days** before the date agreed for the tour. If this deadline is not met, the guide has the right to charge a cancellation fee. Guided tours are available for a **maximum of 25 participants** (cabinets and special exhibitions are subject to special rules regarding groups and the number of participants). Should your group have more than 25 participants, we will gladly organise more than one guide.

### PERSONAL INFORMATION

Private     Company     School

Institution: \_\_\_\_\_

Surname: \_\_\_\_\_

Prenome: \_\_\_\_\_

Street: \_\_\_\_\_

ZIP, City: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### GUIDED TOUR INFORMATION

Alte Pinakothek                       Neue Pinakothek in the Alte Pinakothek (as of Aug. 2019)  
 Pinakothek der Moderne         Museum Brandhorst         Sammlung Schack

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Alternative date: \_\_\_\_\_

Number of persons: \_\_\_\_\_

Theme (see list of  
topics) \_\_\_\_\_

Language: \_\_\_\_\_

Notes: \_\_\_\_\_

By sending this request I confirm that I have read the terms and conditions (page 2) and that I accept them.

Datum | Unterschrift:

\_\_\_\_\_



### **General information on arranging private guided tours through the Visitor Service of the Bayerische Staatsgemäldesammlungen**

To organise guided tours for private groups applications must be made in writing. Please complete our application form and return it to us. We will forward your application to our team of freelance art mediators. A guide, working on his or her own account, will then be arranged for you.

Please note that requests for guided tours can only be processed when submitted at least 5 work days before your planned visit.

#### **Payment**

Please see our current 'Information for Visitors' page. Generally speaking, guides are paid in cash at the end of the tour. Any other form of payment, such as by bank transfer, must be arranged directly with the guide in advance. In the case of company bookings, guides are entitled to add VAT/sales tax to their fee.

The admission price is not included in the fee for guided tours. Tickets for the respective museum or special exhibition must be bought on the day of your visit at the ticket counter. Unfortunately tickets cannot be bought in advance. Entrance fees and conditions of sale can be found under our current 'Information for Visitors' page.

#### **Cancellation**

If a tour has to be cancelled, the guide must be contacted directly at least three work days before the date agreed for the tour. If this deadline is not met, the guide has the right to charge a cancellation fee.

#### **Museum regulations**

All museum visitors are obliged to observe museum regulations. Should you have any questions about these regulations, please contact us directly. Please note, that for safety reasons, the maximum number of participants on a guided tour is 25. For guided tours of the cabinet and special exhibitions, this rule may vary.

#### **Data protection**

All data supplied by you in connection with your application is stored for further processing. Your data will be treated confidentially and will not be forwarded to unauthorised parties. Your personal data is only used to process, execute and complete your booking enquiry. Your data will not be used for the purposes of advertising, market research or opinion surveys without your personal permission.