

Save the form on your computer.

Complete and then return it by email to the address : servicedespublics@museetoulouselautrec.com

We will respond to your request as soon as possible

PRACTICAL INFORMATION
TO BE READ BEFORE COMPLETING THE FORM ON THE BACK

OUR OPENING HOURS:

From October 1st to May 31st:

- From Tuesday to Sunday,
- From 10:00 AM to 12:30 PM and from 2:00 PM to 6:00 PM.

From June 1st to September 30th:

- From Monday to Sunday, (everyday)
- From 10:00 AM to 6:00 PM.

It is important to note that the evacuation of the rooms always begins 15 minutes before the doors close.

RECEPTION CONDITIONS:

For groups on self-guided tours, we do not apply any capacity limit. However, the size of groups on guided tours must respect a limit of 30 people maximum (guides and accompanying persons included). The estimated visit time on site is between 1h30 and 2 hours on average

Only people holding a certified tour guide card are authorized to speak in our exhibition rooms. If you would like a guided tour, we invite you to contact our tourism partners to ask for a quote (non-exhaustive list):

- L'Office de Tourisme d'Albi : accueil@albitourisme.com,
- Tarn Tourisme Réservation : groupees@tourisme-tarn.com,
- L'AGIT : contact@lesguidesdutarn.com,
- REG'ART : anne.nieres@wanadoo.fr.

In addition, we also offer a free audioguide, available in 7 languages directly on visitors' phones thanks to a QR Code available at the museum reception and at the start of the tour.

BOOKING STEPS:

1. If you need a guide, contact the service providers listed above. Check if they handle the booking of the entrance tickets for you,
2. If the guiding service provider does not handle the booking of the entrance tickets for your group or if you have your own certified tour guide, fill out the form,
3. After reviewing the form, we will send you a booking contract to be returned to us stamped and signed if the proposal suits you to validate the booking.

OUR RATES:

For groups of more than 30 people, the group will need to be divided in two

- **Group rate** (from 10 people) : **8 € per person**, grants access to permanent collections and temporary exhibitions,
- **Temporary exhibition only rate** : **6 € per person**,
- **Full rate** (groups of less than 10 people) : **10 € per person**,
- **Reduced rate** (students and people on minimum social benefits) : **5€ per person**,
- **Free admission** (children up to 17 years old included, people with disabilities, certified tour guides and accompanying persons).

FORM TO BE COMPLETED BY GROUP LEADERS

BILLING DETAILS

Structure name:
SIRET number:
Street number and name:
Postal code:
City:
Country:
Phone:
Intra-community VAT:

GROUP LEADER

Title: ☐ Madam ☐ Sir
Last Name:
First Name:
Personal phone:
Client code :
Email adress:

YOUR VISIT PROJECT

Permanent collections: ☐ Temporary exhibition: ☐ Both : ☐

Nature of the group (please specify the type of visitors and if the group includes visitors with disabilities or special needs):

Total headcount (Warning! Limit of 30 people, guides and accompanying persons included per group) :

- Maximum number of participants:
- Number of students or people on minimum social benefits:
- Number of accompanying persons:
- Number of certified tour guides:

Types of visit: ☐ Self-guided and autonomous visit
☐ Guided visit with your own certified tour guide

Language of visit:

Date :

Choice 1: day month year

planned arrival time at the museum

Choice 2: day month year

planned arrival time at the museum

Choice 3: day month year

planned arrival time at the museum

PAYMENT METHODS

☐ On the spot on the day of the visit:

☐ In cash,

☐ By credit card,

☐ Deferred (by bank transfer) subject to sending a purchase order or a document with the billing postal details on the payer's letterhead indicating the SIRET number, at least one week before the date of the visit. All invoices are sent within the month following the visit date.

For foreign organizations, due to a large number of unpaid bills, payment on site on the day of the group's visit will be requested.

COMMENTS