



Frequently Asked Questions

To **CONFIRM** your booking and requested time I will need:

Required information

1. School name, address, and a contact number
2. 3 specific dates with a time of arrival
3. Grade and number of students adults
4. We need at least **2 weeks advance notice for your booking request** to plan and schedule your visit to the gallery.

Confirmation:

Required number of attendees, and an exact time, and date is needed to confirm a booking request. Once I receive this, I can send an invoice. Unfortunately, any delays in responding may cause the release of your booking.

For Teachers

If you would like to visit the gallery for free to see if our space and programming suits your needs, please give me a call or email to schedule your visit. education@billreidgallery.ca

Program Rates

1. \$7.50 per student, every 10 students will grant an adult free admission
2. Additional adults are charged the school group rate at \$7.50
3. Please note: Indigenous students are charged a prorated discount at \$2.50 for educational tours.



Arrival Times

Please arrive On-time.

If there are any delays, please give the gallery a call to let us know.

At high peak booking times, I may not be able to accommodate groups that are early or late beyond 15 minutes due to space restrictions. We can always figure something out if there are exceptional circumstances. **604-682-3455 ext. 229**

Length and Time

Our gallery space is limited. You may bring no more than 30 students per program. Our programs are 60-90 minutes including free time to explore, a guided tour focused on the themes of the current exhibitions, and Bill Reid's permanent collection.

Facilities:

1. Backpacks, water bottles, and food are **NOT** permitted in the gallery. Space is provided for students to store their belongings.
2. The Hummingbird Gathering Space can also be booked free of charge for 30 minutes prior to the tour and/or after for students to have a snack or eat lunch. (Dependant on availability).
3. Teachers are responsible for their students while visiting the gallery.

Accessibility:

To access the gallery, you will enter on West Georgia St along the Southwest corner of the Cathedral Place building.

There is an accessible elevator and washroom facilities onsite.

If you have accessibility needs, please let the Indigenous Education Specialist know.

Payments

Teachers are invoiced once all necessary information is received. We accept credit card or cheques for payments. You also have the option to pay on the day of your visit to the gallery. Alternatively, send a cheque after your visit. Please note the school/organization on the cheques memo notes or include invoice number.

Cancellation

A fee of \$50.00 per program will be charged if cancellation notice is received less than 1 week prior to your scheduled program.