

Planning and booking your visit

> When are you open?

The Ashmolean is open 10-5 Tuesday to Sunday and 10-5 on Bank Holidays. Occasionally the Museum closes early. Please refer to our website for up to date information, including gallery closures:

<http://www.ashmolean.org/plan/>

> Is the Ashmolean accessible for wheelchair users?

The Ashmolean is accessible for wheelchair users. There is lift access to all floors.

> Do I need to book for a group visit?

Booking is essential and we recommend that you book at least a month in advance. To book your visit please contact the Education Department. Please note that in order to accommodate other visiting groups we are unable to accept Foreign Language Groups before 2:30pm.

> Is there a maximum group size?

We have a maximum limit of 100 students per group including accompanying adults. We ask that large groups divide in to smaller groups of 10 on the forecourt of the Museum. Each group leader will need a copy of your booking confirmation letter.

> How many adults do I need to bring?

If you are bringing groups of students under the age of 18 we ask for a minimum of 1 adult to 10 students. For younger children we suggest a ratio of 1 to 6. Adult leaders must remain with their group throughout their time in the Museum.

> Is there a charge foreign language groups?

Admission to the Museum is free but voluntary donations are welcome. The suggested donation is £3 per student. Donations can be made via cheque (made payable to the Ashmolean Museum), cash or online at: <http://www.ashmolean.org/education/aboutus/howtoadults/>

Arriving at the Museum

> Is there a coach drop off point?

Please be aware that coaches using the local bus bay on St Giles do so at their own risk. This is not an official coach drop-off and pick-up point and local traffic officials do police this from time to time.

> Is there any parking nearby?

The Museum does not have a car park. There is on-street pay and display parking near the Museum. There is some designated parking for disabled visitors on Beaumont Street outside the Museum. Visitors are advised to use the Park and Ride.

> Where do we go when we arrive with our group?

We normally ask Foreign Language Groups to come to the main Museum entrance on Beaumont Street and check in at the Information Desk. However, please check your booking confirmation letter carefully as this may vary. We kindly request that groups do not arrive any earlier than 10 minutes before they are booked in.

Facilities at the Museum

> Is there a cloakroom?

There is a cloakroom for individual visitors to the Museum on the Lower Ground Floor, Level -1. The cloakroom is self service and visitors will need £1 for the lockers and hangers (this is refundable).

> Is there a café?

There is a café on the lower ground floor and a roof top restaurant. Neither of these spaces can take bookings for large groups but people are very welcome to visit as individuals or in small groups. For more information go to www.ashmolean.org/café and www.ashmolean.org/diningroom.com

> Is there a shop?

The Ashmolean shop is located on the lower ground floor next to the café. There is also a small shop on Floor 3 linked to the current exhibition.

Museum dos and don'ts

> Can we eat and drink in the galleries?

Eating and drinking is not allowed in the galleries.

> Can we smoke on the Museum site?

The Ashmolean is a no smoking site. This includes the forecourt outside the Museum and the outside seating areas in the roof top restaurant.

> Can we wear backpacks in the Museum?

Backpacks can't be worn on peoples backs because of the danger to objects. They can be carried in the hand or left in lockers in cloakroom on Level -1.

> Can we carry umbrellas in the Museum?

No. Large umbrellas (that can't fit in your bag) must be left at the Museum entrance. They aren't allowed to be carried in the galleries because of the possible damage they may cause to objects on open display.

> Can we take photographs in the galleries?

Photography without flash is permitted except where otherwise indicated. If in doubt please ask a member of gallery staff, they will be happy to help. Please respect other people in the galleries when you are taking photographs. Written permission is required if you wish to use a video camera.

> Can we draw in the galleries?

People are very welcome to draw in the Museum. Most dry art materials can be used eg pencils, ballpoint pens, felt pens, coloured pencils, drawing boards, pencil sharpeners (with pots to catch the bits) erasers, as well as sellotape, staplers and dry collage materials. To protect the objects and the galleries paints and open ink wells are not allowed in the galleries. If in doubt please check with gallery staff.

Please contact us if you have any questions

Education Department

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