**\*Emails from them**

Dear Chankil Park,

Thank you for your e-mail.

I am pleased to confirm I have booked your group in for arrival to Tate Modern on the 4th July 2017. I have booked your group in for arrival at 10:00 as you did not specify a time, please let us know if you would like to arrive at a later time. We book our group arrivals in on the hour. Your booking reference number is **18010441**. Please find a copy of our adult group guidelines attached.

“Artist and Society” and “In the Studio” are two of our permanent collection galleries. There are daily guided tours of the permanent collection, these are not really aimed for groups and therefore cannot be booked.

If you have any further questions please do not hesitate in contacting us on 020 7887 8888. Our lines are open daily from 09:45 to 18:00.

Kind regards,

Sarah

Sarah Lawson

Duty Supervisor

Membership and Ticketing Services

020 7887 8888

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Dear Chankil,

Thank you for your enquiry.

The free public tours program is not designed for groups as they can get over crowded and this restricts other visitors from joining. These tour are intended for individuals, families or similar parties. We tend to class a group as being more than 10 people coming together and large groups attending the free tours will be asked to explore the gallery independently.

If you would like to attend a free tour we would request that groups split into smaller numbers, around 4 people and attend two or three separate tours.

The free public tours last approximately for 45 minutes are taken by a team of volunteers and the works included in the tour is set.

Alternatively you can book a Private Tour. There is a fee to book a Private Tour however a private tour lasts longer, is taken by one of our art historians and requests can usually be accommodated.

We offer the following private tours:

**Introductory Tour**

Tours last for 1 hour at a cost £10 per person with a minimum group size of 15 (or minimum cost of £150 for groups of less than 15 people).

The tour will include an introduction to Tate with highlights of the permanent collection.

If you would like to see a particular section of the gallery we can usually accommodate this.

Tours can be arranged from 10.00am until 16.30 seven days a week subject to availability.

**Tailored Tours**

Alternatively you could book a Tailored Tour and look at a specific artist or subject in depth.  Tailored tours last for 90 minutes and are specifically tailored to your requirements.

We can also offer interactive tours where the group work with an artist and participate in drawing and other activities as a part of a Tailored Tour.

Tailored tours cost £14 per person with a minimum group size of 15 (or minimum cost of £210).

To book a tour please reply to this email with your address details, the time that you would like to begin and the number of people in the group and a pro-forma invoice will be sent to you.  Please also include a telephone number (if possible a mobile number which can be used to contact you on the day of your visit).

Payment is requested two weeks in advance of your tour.

**Tickets are non-refundable**.  If you are unsure of numbers please book the minimum number of places and add more group members on to your tour closer to the time.

If you have any further queries please do not hesitate to contact me.

Best wishes,

Luke

Luke Smith
Tours Co-ordinator
Tate Membership and Ticketing
+44(0) 20 7887 4946

**From:** 박찬길 [mailto:ckpark2160@gmail.com]
**Sent:** 26 April 2017 02:51
**To:** Ticketing

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