

# NATIONAL PORTRAIT GALLERY

## **NPG Group Tours:**

If you are interested in a closer look at the new National Portrait Gallery, information about the NPG's new expert-led Collection and Exhibition related Group Tours will be released in October 2023. Bookings will open shortly afterwards with a minimum of one month's notice period. Please contact [tickets@npg.org.uk](mailto:tickets@npg.org.uk) to register your interest to receive further information.

## **Private Tour Groups:**

Private tour groups are welcome to visit and conduct tours through the Gallery. Please follow the guidelines below to book your tour group's visit and find out what to expect when you arrive at the Gallery.

Private tours are not permitted in temporary exhibitions, but pre-booked groups are entitled to a reduced group ticket rate. To pre-book group tickets for exhibitions, please call us on +44 (0)20 7306 0055.

## **Before Your Visit:**

- Private tour groups must contact the Gallery at least two weeks in advance of a visit to book their group in. This will help us manage the number of visitors in our spaces and avoid room clashes between your group, visiting schools and those taking part in our public programmes and events.

To book your tickets, please contact our Contact Centre at [tickets@npg.org.uk](mailto:tickets@npg.org.uk) or on +44 (0)20 7306 0055.

- Private tour groups should be limited to a maximum number of 15 people. This number does not include the group leader.
- Any private tour groups guiding through the Gallery that have not pre-booked their arrival may be asked to leave.
- Ahead of a private tour, please brief the tour group on the Gallery guidelines; this includes not using flash photography and not bringing food or drink into the Gallery. The Gallery's code of conduct can be found here: [Visitor code of conduct - National Portrait Gallery \(npg.org.uk\)](#)

•

## **During Your Visit:**

- Please arrive at the group entrance on St Martin's Place to begin your visit.
- When you arrive, please head to the Ticket Desk to collect your 'Private Tour Group' sticker.
- You are welcome to guide your private tour group through the Gallery, however, please be aware that tours, talks, workshops or other events run by the Gallery will have priority in the space.

The Gallery runs the following free tours and programmes:

Daily: 10.00-15.00 Schools Programme in the Gallery

Daily - 11:00 Highlights Tour

Daily - 12:30 Portrait of the Day Talk

Daily - 15:00 Highlights Tour

Weekly – 18:00-21:00 Late night opening on Friday evenings

Your private tour group can visit throughout the day, but we recommend running tours in the afternoon, when the Gallery is quieter.

- We encourage you to conduct private tours using a tour guide audio system and headphones where possible.
- Private tour groups must be respectful of other visitors. This includes keeping voices down, not blocking walkways, and being mindful of others in the space. If a specific gallery is over-capacity, your group may be asked to move on.

Please be advised that we are continuing to review this policy and it therefore may be subject to change.