



The Rosenbach Museum & Library seeks to inspire curiosity, inquiry, and creativity by engaging broad audiences in exhibitions, programs, and research based on its remarkable and expanding collections.

2010 Delancey Place was the home of two brothers, Dr. A.S.W. and Philip Rosenbach. A.S.W. Rosenbach (Abie) was a legendary dealer and collector of rare books and manuscripts, while Philip's expertise encompassed the fine and decorative arts. Founded in 1954 to preserve the two brothers' personal collections and company archive, the Rosenbach and its holdings continue to grow. The Rosenbach is a major cultural destination—a research center that is home to one of the nation's great collections of rare books and manuscripts, as well as a beautiful, historic townhouse filled with fine art and antiques.

Group tours of the Rosenbach are a perfect way to impress clients, friends and family, or provide a special outing for a group of tourists, conference attendees, senior groups, students and more. The Rosenbach's intimate scale is one of its greatest charms, but this also means it is crucial to book group tours well in advance. Corporate events and space rentals are also possible. If you would like to inquire about a rental event, please send an email to events@rosenbach.org.

The following information will help you plan your group tour.

GROUP TOUR TERMS & CONDITIONS

No tour is officially booked until there has been a conversation between the group tour leader and the Education Coordinator at the Rosenbach Museum & Library, **Farrar Fitzgerald**, and a group tour agreement has been signed.

Farrar Fitzgerald, Education Coordinator

Rosenbach Museum & Library, 2008-2010 DeLancey Place, Philadelphia, PA 19103 USA
Tel. (215) 732-1600, ext. 135, Fax (215) 545-7529, Email farrarf@rosenbach.org

Experiences which the Rosenbach Museum & Library offers for Group Tours:

- A guided tour of the historic house and collections of the Rosenbach brothers (includes access to the *There's a Mystery There: Sendak on Sendak* exhibition).
- A guided tour of the *There's a Mystery There: Sendak on Sendak* exhibition
- A curatorial presentation on selected material from the collections (please allow us at least 3 weeks advance notice)

GROUP TOUR AGREEMENT FOR THE ROSENBACH MUSEUM & LIBRARY

1. Tour Reservations. In order to make a reservation for a tour, the last page of this form must be completed and returned at least fourteen calendar days in advance of the group's visit along with payment. No tour is confirmed until the tour fees have been paid.
2. Tour Hours. All tours must begin and end during the Rosenbach's regular public hours: **Tuesday through Sunday, 10 am to 5 pm; Wednesdays until 8 p.m.**
3. Tour Length. Tours last approximately 1 hour. This may vary according to the nature of the groups' visit.
4. Tour size. Any group of ten or more persons wishing to visit the Rosenbach must arrange in advance for a tour. Due to the small scale of the galleries and the fragility of the period rooms, no group tour can be larger than 10 persons. However, the Rosenbach will gladly accommodate groups of up to 20 people simultaneously by breaking them into two smaller tours.
5. Accessibility. The Rosenbach Museum & Library is wheelchair accessible. Please inform the Education Coordinator in advance of your visit if members of your group are in wheelchairs or require special assistance so that the Rosenbach can best accommodate your group.
6. Parking. The Rosenbach does not offer parking for tours.
7. Conservation Issues. Photography is not permitted in the museum. There is a water cooler in the lobby area, but the museum does not permit food or drink in the galleries. Lockers are provided free of charge for groups to secure any packages, backpacks and large bags which are not permissible in the museum galleries.
8. Orderly Tours. The group tour leader agrees to ensure orderly behavior on the part of all tour participants, and to follow any instructions from Rosenbach staff members and docents.
9. Cancellations. To cancel a group visit, please contact the Education Coordinator, Farrar Fitzgerald (215) 732-1600 ext.135 farrarf@rosenbach.org. If the group cancels at least fourteen calendar days in advance of the date of their planned visit then any tour fees paid shall be refunded. Tour fees will not be refunded after 14 days.
10. Changes in Group size. Changes in the size of the group are the liability of the group leader. Payment will not be refunded if members of the group do not show on the date of the visit.
11. Cancellations by Rosenbach. Rosenbach reserves the right to cancel a tour at any and all times and shall have no liability beyond the refunds set forth below:

If Rosenbach cancels a tour prior to the start of such tour, any fees paid to the Rosenbach will be refunded in full.

Please fill out this form and return with payment.

Name printed: _____

Title: _____

Institution: _____

Address: _____

Telephone: _____ Email: _____

Date of scheduled Rosenbach Museum & Library Tour: _____

Time of Tour: _____ Size of Tour: _____

Group Tour Fees: Select according to your groups interest.

\$_____ Historic House Tour (\$8/adult or \$5/student)

\$_____ Sendak Exhibition Tour (\$8/adult or \$5/student)

\$_____ Curatorial presentation (\$100)

Please detail here any special arrangements or interests which your group has discussed with the Education Coordinator:

Will any members of your group require special assistance? If so, please explain.

Will group members be arriving independently or will you travel to the museum together?

Please sign and date:

I _____, have read the terms of the Group Tour Agreement form for the Rosenbach Museum & Library and I understand the terms laid within.