

Reservation form to be send back to the reservation department by email, duly filled (one form per visit).

[granet-reservation@mairie-aixenprovence.fr](mailto:granet-reservation@mairie-aixenprovence.fr)

**GROUPS RECEPTION** : Monday to Sunday 9h-17h30 except Thursday 12h-17h30

**\*REQUIRED FIELDS**

1

**Company :**

Name of your company\* : \_\_\_\_\_

Siret number (administrative company number)\* : \_\_\_\_\_

Address\* : \_\_\_\_\_

Zip code\* : \_\_\_\_\_ City\* : \_\_\_\_\_ Country\* : \_\_\_\_\_

Office phone number\* : \_\_\_\_\_ Mobile phone number : \_\_\_\_\_

Email\* : \_\_\_\_\_

**Group leader** (present on the day of the visit) :

First name\* : \_\_\_\_\_ Last name\* : \_\_\_\_\_

Job title\* : \_\_\_\_\_

Office phone number : \_\_\_\_\_ Mobile phone number\* : \_\_\_\_\_

Email\* : \_\_\_\_\_

2

**Date of your visit\*** : \_\_\_\_\_ **Or** : \_\_\_\_\_

*(Do not hesitate to give us a large choice of dates to optimise your demand.)*

**Visit slot required\*** :  Morning (except on Thursday)  Afternoon

*Please specify the time slot you are interested in. The slot will be allocated by the reservation department.*

**The number of people per group is 25 maximum, including the accompanying person.**

3

**Guided tour with a museum's guide :**

Cezanne at Jas de Bouffan in        

Or

**« Right to speak » with your own guide** *(with their own professional guide card)* :

Cezanne at Jas de Bouffan

**Payment\*** :  Bank transfer  Administrative Mandate  Bank cheque

**ATTENTION**

The option of your visit booking will be confirmed by sending a pro forma invoice or corresponding quote.

## CEZANNE 2025 ADULT GROUP CHARTER

1

### BEFORE THE ARRIVAL

#### BOOKING

As part of the exhibition "Cezanne au Jas de Bouffan", any group visit must be booked.

#### BOOKING PROCEDURE

Requests for a visit are made by filling in the below form after reading this booking charter.

Once the form is received, the reservation service sends a quote or pro-forma invoice by email. Without return of this document signed with the mention "Good for agreement" **within 5 days of sending**, your visit slot will be subject to cancellation.

2

### ARRIVAL OF THE GROUP AT THE MUSEUM

#### BEGINNING OF THE VISIT

The group must arrive at the museum **30 minutes before the start time** of the visit.

A "Group Home" information panel, placed at the intersection of Peyssonnel and Cardinale streets indicates where the group should wait.

Only the group leader appears at the groups' point where a welcome agent will be in charge of handing over the tickets corresponding to his reservation. The group leader can then distribute to each person in his group.

#### RESPECT OF THE SCHEDULE

**In case of delay**, a guided tour can be converted into a self-guided tour. After 30 minutes, access to the museum will be denied to the group, because of the limited validity of entry tickets.

**In case of early arrival**, groups will have to wait for the scheduled time for their group.

3

### IN THE MUSEUM

#### VISIT'S SCHEDULE & RECEPTION OF GROUPS

Visits must start on time.

Once you have passed the security check, people of the group will be able to file their belongings at the cloakroom. Once the group is inside the museum, each participant will be equipped with an audiophone by the museum staff at the "guided tour" point indicated by a blue sign close by the museum shop.

#### ROLE OF THE GROUP LEADERS

The group leader is responsible for each member of their group within the museum and must ensure the good behavior of his group.

To do this, group leader is asked to follow their group throughout the duration of the visit.

✓ I have read and I accept the conditions set out in this charter.

### RULES TO RESPECT

**IT IS FORBIDDEN TO** • touch the works, lean or sit on the exhibition furniture • run around the museum  
• eat or drink in the museum outside the designated areas

**IT IS IMPORTANT TO** • respect the peace and quiet of the premises • behave correctly towards the institution's staff and other visitors • not disturb other visitors