



# United Nations Guided Tours Group Reservations Policy

## Booking Tickets

Group Reservations are being accepted until 30 June 2014.

All sales are final. There are no refunds.

Tour tickets must be purchased in advance and tickets are not sold on UN premises.

Only ticketed guests can enter the Visitor Centre due to security reasons.

Once your booking is confirmed with the number of blocks needed for your group, we will not be able to accommodate additional people on the day of tour. However, you could purchase additional individual tickets online through our vendor, [Museumtix](#).

## Payments

Once we identify an available date/time slot and you accept, we will email you an invoice within two business days in order to make payment arrangements.

Payment must be with a company, organization, or school cheque (no personal cheques), or (international) money order. We do not accept credit cards.

Your payment must be received within 12 business days of the confirmed reservation or your reservation will be cancelled.

We strongly suggest that you use a traceable mail service, such as FedEx or USPS Tracking.

## **On the day**

Since we have limited tours available and most days are fully booked, we suggest the following:

- Arrive at the United Nations Visitors Entrance at 47<sup>th</sup> Street & First Avenue, 30 to 45 minutes prior to the time reserved for your tour in order to go through security screening.
- If your group is running late on the day of the reservation, please call the Tour Coordinator at +1 (212) 963-7539. We will make every effort to accommodate a late group, but cannot guarantee it.
- If your group arrives up to 15 minutes late, your tour will be shortened to finish within the remaining time.
- If your group arrives more than 15 minutes late, your reservation will not be honoured. All sales are final and there are no refunds.