

ONLINE BOOKINGS FOR GROUPS



GUIDE - USER MANUAL



VILLA SAVOYE

CENTRE DES MONUMENTS NATIONAUX

82 rue de Villers, 78300 Poissy

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NEW: BOOK YOUR VISIT TO THE VILLA SAVOYE WITH AN ADULT GROUP ONLINE.

Important: This service is only for **adult groups doing a self-guided tour and for groups accompanied by a guide**. For all other booking options (guided tours, school groups, visits for specific audiences, remote guided tours), please continue to contact us via the usual channels:

- reservations.villasavoye@monuments-nationaux.fr
- Online form for school groups

With online booking, you can:

- View the available time slots several months in advance
- Book a visit at any time, at your convenience
- Purchase your tickets right away or make a provisional booking



1/GENERAL INFORMATION

HOW TO MAKE A GROUP BOOKING FOR THE VILLA SAVOYE

RESERVATION REQUIRED

Booking is mandatory for all groups (1 group = from 8 to 30 people).

Groups without a prior booking may be refused entry to the monument. If a group arriving without a booking would still like to visit the monument, each individual will have to line up with all other individual visitors and purchase a ticket at the regular price.

ONLINE BOOKING ONLY

Adult groups planning to do a self-guided tour now must book their visit online.

The Villa Savoye offers visit time slots that can accommodate up to 30 people (guides and accompanying group leaders included). Beyond that number of visitors, groups must be divided across different time slots.

PAYMENT AND PROVISIONAL BOOKINGS

You can pay by credit card or bank transfer (by request; please contact the customer service department at billetterie.reservations-groupes@monuments-nationaux.fr).

On European Heritage Days and the first Sunday of each month (from 1st January to 31st March and from 1st November to 31st December), entry is free only for individual visitors. On those days, only groups that have booked a visit via the e-ticketing platform will be admitted.

You may book up to five visit time slots provisionally without paying immediately. The chosen time slot must be confirmed (by paying for your visit) no later than 15 days after making your provisional booking online. Beyond that deadline, the time slots booked provisionally will be automatically unblocked and offered for sale.

Free admission

- 1 free accompanying leader per group
- The group's driver
- The group's tour guide, upon presentation of their valid professional card
- Visitors under 18 years old, those 18-25 years old (EU citizens), people with disabilities and their accompanying person, visitors with a "Pass Éducation", and any other visitors falling under a free admission policy.

Accompanying guide:

Your group may be accompanied by its own tour guide. The guide must hold a valid professional guide card and visibly display it during the entire tour.

2/BOOKING PROCESS

To book a visit time slot, go to the Centre des monuments nationaux e-ticketing platform for professionals: <https://pro-tickets.monuments-nationaux.fr/en-GB/b2b-login>

If you do not yet have an account, please note that your new account will be validated within 48 hours (working days) after you create it on the platform..

- 1 Before you select your visit date and time, you can enter the contact details of the group's accompanying leader for each booking. On the banner at the top of the page, click "Customer", and then "Create/Manage an accompanying leader".
- 2 Select the monument "**Villa Savoye**", then click on "**Booking required - Adult group time slots**".
- 3 Add to basket the number of people in the group for which you are booking the visit time slot by clicking on "+" or by entering the number manually: paying adults and visitors with free admission for being under 18 years old, 18-25 years old, people with disabilities, people with free admission for another reason, holders of a "Pass Éducation", the accompanying group leader (one per group), the group's driver, and the group's tour guide.

Please note that time slots are offered for 30 people maximum. Please divide your group up accordingly to view all of the available slots. Otherwise, the booking schedule will be shown as fully booked. If your group is accompanied, please also add to the basket the option "Tour guide" or "Accompanying person for a group".
- 4 Select a month, a day, and then a time slot for the visit.
- 5 Confirm the selected time slot using the window displayed at the right of the screen. You can provide the name of the accompanying person (already registered, see previous step) when confirming your booking. If the group is not accompanied, please select "No accompanying leader".

You can place a provisional hold option on your booking, or confirm your order and proceed to immediate payment.

IF YOU CHOOSE TO PLACE A HOLD OPTION

- The expiry date is indicated on the button to click.
- To proceed to payment of a hold option, click on "Options" in the top right then add the option to your basket for payment.
- If the expiry date has passed (**15 days before the planned visit**), your provisional booking is automatically cancelled and the time slot is made available for sale.

IF YOU CHOOSE IMMEDIATE PURCHASE

- Click the button "Validate your order" in the bottom right.
- You can assign this order to one of your pre-registered customers on your professional account. - If you do not wish to assign the order, click on "Basket" then "Validate basket" in the top right.
- You will need to validate the basket on the next page, after accepting the T&Cs, before payment.

You will receive a confirmation email once the booking has been paid.

To download the tickets, go to "Orders" then "Find orders".

For a copy of your invoice, go to "Orders" then "Find orders". Select the relevant booking and download the invoice by clicking on "Print invoice".

No reimbursements will be granted for cancellation or a decrease in the number of visitors.

If the final visitor count exceeds the number on your booking, visitors with tickets should head straight to the monument entrance. Members of the group without tickets must join the queue for individual visitor tickets and purchase a full-price admission ticket.



3/GROUP ARRIVAL AT THE MONUMENT

You must arrive for the time slot booked. Late arrivals will be denied entry.

In the event of **early arrival**, the group will be asked to wait outside the villa's walls until the entry time booked.

In the event of **late arrival**, the group will not be admitted. If the group members still wish to visit the Villa Savoye, they will have to purchase a full-price admission ticket.

Note: The City of Poissy has a free car park located across the street from the property's entrance gate.

ACCESS INFORMATION :

Upon arrival at the villa, the group leader should distribute the **time- and date-stamped tickets purchased online** to each group member.

Each visitor must present **their own ticket** at the monument's entrance: there is no single ticket valid for an entire group.

The accompanying group leader must remain with their group and assist group members for the entire duration of the visit.



4/PREPARING FOR YOUR VISIT TO THE MONUMENT

VISITING CONDITIONS FOR THE MONUMENT

A full tour of the monument lasts on average 1 hour.

Under France's Vigipirate plan, access to the monument is subject to a visual inspection of bags.

For security reasons:

Knives (including picnic cutlery), scissors, and glass bottles are prohibited.

Pushchairs and scooters are prohibited inside the monument.

Pets are not admitted, even in a pet carrying bag. Only assistance dogs may access the monument.

Suitcases and large hiking bags are not permitted in the Villa Savoye. Small bags with dimensions no larger than those of an airline carry-on personal item are permitted inside the monument. Please note that we do not have a dedicated place for visitors to leave their bags at the monument entrance.

Visitors are prohibited from eating, smoking, or vaping inside the monument.

Certain areas of the monument may be temporarily closed for cultural programming.

FACILITIES

Toilets inside the monument.

Gift and Book shop.

SITUATION DU MONUMENT :

The monument is located on a hill in Poissy.

Access may be difficult for people with reduced mobility.

It is recommended that visitors anticipate the time they will need to get around.



4/PREPARING FOR YOUR VISIT TO THE MONUMENT

TRAVELLING TO THE VILLA



BY COACH OR BY CAR

From Paris:

- From Porte de Saint-Cloud: take motorway A13, exit no. 7 towards Poissy, then road D153.
- From Porte Maillot: take road N13, then motorway A14, exit no. 6 towards Poissy, then follow road D153 and the signs for “Villa Le Corbusier”.

From Maisons-Laffitte:

- Take road D308 towards Poissy, then follow the direction of Poissy/Villa Savoye.

From Saint-Germain-en-Laye:

- Take road D190 towards Poissy, then follow the direction of Villa Savoye.

Free and paid car parks available nearby; dedicated area for coaches. There may be restrictions during periods with high volumes of visitors.



BY TRAIN

RER A – Poissy train station:

- Take bus 6503 towards “La Coudraie” or “Orgeval Maison Blanche” and get off at the stop “Villa Savoye”.
- From the train station, walk to the town centre, then head towards Meissonier Park. Cross the park towards the “Quartier des Fleurs” neighbourhood, then continue walking to the street Rue de Villiers. The Villa Savoye is located at number 82. Expect about a 20-minute walk (1.7 km).



BY BIKE

The grounds, gate, and property entrance have places for you to lock up your bike.

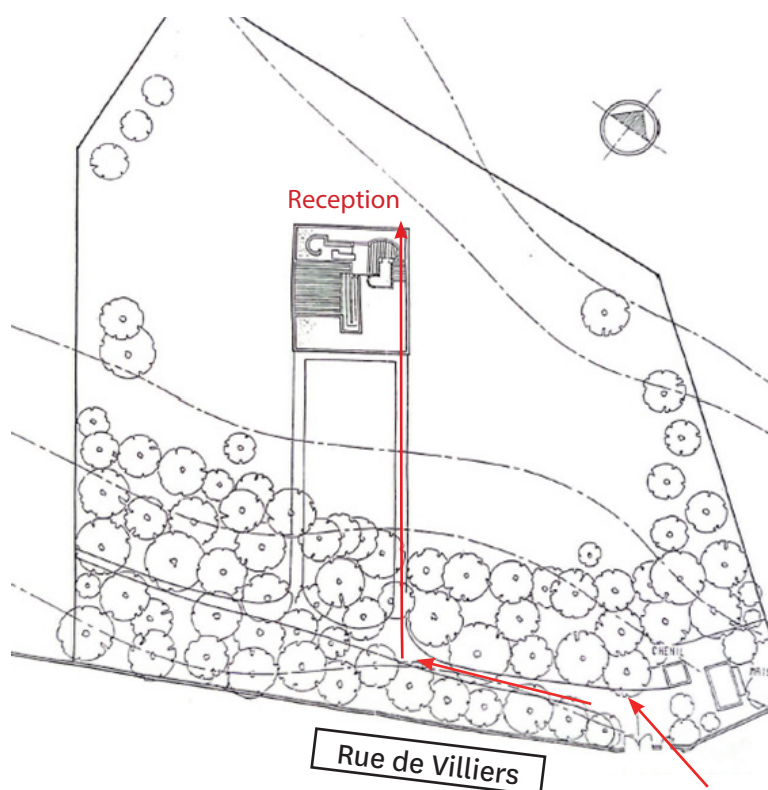
5/CONTACT AND ACCESS

Contact

Group reservations department
reservations.villasavoye@monuments-nationaux.fr

Additional information:

<https://www.villa-savoye.fr/en>



CENTRE DES MONUMENTS NATIONAUX