



### TOUR INFORMATION GUIDE

Thank you for your interest in touring Kotoka International Airport. Please find below our guidelines for easy booking and tour facilitation:

1. To book a tour, submit a letter addressed to the Customer Service Manager stating the tour date and number of participants either in person at any of the Customer Service Desks or via email to [csadmin@gacl.com.gh](mailto:csadmin@gacl.com.gh).
2. Tour Fees per head: ₵10.00 (GES Schools), ₵25.00(Private Schools), ₵30.00(Tertiary Institutions), ₵30.00(Clubs, societies, religious organizations).
3. The age limit for participants is five (5) years and above.
4. The maximum number of participants per tour group is fifty (50).
5. Scheduled times for tours are Mornings - 9:00 am-11:00 am / Afternoons – 12:00 pm -2:00 pm  
**(No Tours will be conducted after 2 pm)**
6. When the proposed tour date is confirmed, kindly make payment at the Cashier's Office located at the GACL Head office before the tour date and inform the tour booking office either in person at terminal 2 or via phone at **0302550612 ext. 6116. Payments should be made strictly based on the agreed number of people. In the event of a change in number of participants, kindly contact the booking office first before proceeding to make payment.**
7. Submit the list of participants via email to [csadmin@gacl.com.gh](mailto:csadmin@gacl.com.gh) a week before the tour.
8. On arrival at the airport on the day of the tour, kindly park the vehicle at the Terminal 3 arrival hall car park. The leader of the visiting group should report to the Customer Service Desk at the Departure Hall, Terminal 3 to confirm the tour. Alternatively, the Customer Service desk can be reached on **0302550612**.
9. The reporting time is thirty (30) minutes before the scheduled tour. **GACL reserves the right to refuse entry should visitors arrive later than the stated time on the acceptance letter.**
10. The duration for the excursion is two (2) hours.
11. Group leaders are responsible for maintaining acceptable levels of behavior within the group during the tour.
12. All bags should be left in the group's vehicle: Only notepads and pens/pencils are allowed.
13. No mobile phones are allowed in the terminal: Only the leader of the group will be allowed to have his/her phone for emergency purposes.
14. No water or food is allowed in the terminal.
15. No prohibited items such as sharp objects, flammable items, explosive materials, firearms, ammunitions, explosive materials, tools, martial arts, self-defense items, disabling chemicals, dangerous goods, Liquids Aerosols and Gels (LAGs), etc. should be brought into the terminal.
16. There shall be no littering of the terminal.

On behalf of Ghana Airports Company Limited, we wish you a pleasant visit.