

Terms and Conditions

Booking:

This form is an intent to book form and should not be considered as confirmation of booking.

Booking will be confirmed by one of our team members who will contact you to confirm your booking/request additional information within 72 hours.

Only **one** class can be accommodated per visit.

Supervision:

The class will be split into a maximum of three groups.

One adult must remain with each group throughout the visit. This person is the group leader.

Supervision of students remains the responsibility of the school.

Group leaders are required to maintain discipline and keep their students in their groups during the visit to maximise the educational experience.

School staff are requested to let Museum staff know of students with disabilities so that the needs of these students can be catered for appropriately.

Accessibility:

Wheelchair access is available to Museum buildings, activity areas and toilets apart from the education Kitchen which has a small step up.

Pathways from the carpark to the museum are accessible for all.

Food Allergies:

Students will be baking scones, which will include the use of flour.

Staff must be notified of food allergies before the commencement of the program.

Dietary requirements cannot be accommodated.

Payment:

Claremont Museum Educational Visit Fee is \$15 per child

Cancellation:

- more than 4 weeks prior to event \$26 cancellation fee
- less than 2 weeks prior to event incurs a \$105 cancellation fee
- less than 48 hours prior to event incurs full charges

Working with children

All Claremont Museum Education staff members and volunteers delivering educational experiences have a "Working with Children Check". They are all are trained to provide a safe and enjoyable visitor experience.

Insurance

Claremont Museum is insured by the Municipal Liability Scheme and currently has a Public Liability Insurance Policy for \$100,000,000 (any one occurrence) and Professional Indemnity Insurance of \$100,000,000 (any one claim and in the aggregate any one period of protection).

Emergency Evacuation Procedures

In the event of an emergency all members of the group including group leaders must follow the instruction issued by Fire Warden/Museum staff. The warden will assemble the group in the Emergency Assembly Area where group leaders will be required to complete a roll call. Group leaders are responsible for informing the warden of anyone not accounted for.