



BOOKING REQUEST FORM - SCHOOL

Refer to the information on the back of this document before you return your booking request form.
This is a booking request form only – pending confirmation from the Tweed Regional Gallery.
 Please make only one booking per form.



SCHOOL/TAFE/COLLEGE/UNIVERSITY INFORMATION

| | | | |
|-------------------------|----------------------|----------------------------------|----------------------|
| School/Institution Name | <input type="text"/> | Date Booking Request sent to TRG | <input type="text"/> |
| Teacher Contact Name/s | <input type="text"/> | | |

BOOKING PREFERENCES – WEDNESDAY – SUNDAYS ONLY

| | Date (dd/mm/yyyy) | Arrival Time (hh:mm) | Departure Time (hh:mm) |
|--------------------|----------------------|----------------------|------------------------|
| First preference | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Second preference | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Third preference | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Number of students | <input type="text"/> | Year level | <input type="text"/> |
| Number of staff | <input type="text"/> | Number of parents | <input type="text"/> |

Any other information, including students with special needs.

Topic or reason for your visit: please note any area of focus/interest or exhibition preference

BOOKING INFORMATION Type of booking, please specify (see notes overleaf):

Self-guided visit
 Guided tour/Talk - \$2pp
 10.30am
 1.30pm
 Workshop Hire
 (please read overleaf for details of hire)

METHOD OF PAYMENT

Credit Card
 Cash/Cheque on the day
 Request Invoice please provide ABN below

CONTACT DETAILS

| | | | |
|----------------|----------------------|--------|--------------------------|
| School Tel | <input type="text"/> | Mobile | <input type="text"/> |
| School Fax | <input type="text"/> | Email | <input type="text"/> |
| Postal address | <input type="text"/> | | ABN <input type="text"/> |

CAFÉ REQUIREMENTS

Does the group require service from the Gallery Café?
 Yes
 No
 If so, please contact the Café directly: (02) 6672 5088 email: home@tweedgallerycafe.com.au

CONFIRMATION

RETURN VIA E-MAIL: GalleryEducation@tweed.nsw.gov.au FAX: (02) 6670 2797 Post PO Box 816 Murwillumbah NSW 2484. Confirmation will be sent within 14 days of the receipt of this booking request. Bookings are not confirmed until you receive a Booking Confirmation Form. For assistance or further information Telephone: (02) 6670 2790

Please send confirmation of my booking by
 Fax
 Email
 Post



BOOKING YOUR VISIT

- All schools intending to visit the Gallery are required to book in advance, including self-guided visits. Some Gallery areas are in high demand and booked groups have priority access
- A minimum of 1 weeks' notice is required for a self-guided visit
- A minimum of 3 weeks' notice is required for a serviced visit. Please note that the Gallery has one part-time Education Officer and requests for an introduction talk will be subject to availability. Gallery Guides are volunteers so requests for a Gallery tour or talk should be lodged as early as possible
- No tours or group bookings available on Monday or Tuesday
- Please complete the Booking Request Form provided and note that we cannot take tentative bookings
- Any changes to bookings will only be accepted in writing, by fax or email

BEFORE YOU MAKE YOUR BOOKING

- If possible, teachers should visit the Tweed Regional Gallery & Margaret Olley Art Centre to determine the timeframe and structure of your planned visit. Plan for at least a minimum of 1.5 - 2 hours visit
- Consider your desired outcomes and which combination of booked services, experiences and resources will best suit your purpose. If you require more information or advice, please contact the Gallery
- Select 3 possible dates and times. These dates should be already be approved by your school or institution
- Determine your numbers of students and staff/adult ratios. Maximum total group size of 60 students at one time. Students must be supervised at all times. Student behaviour and safety is the responsibility of teachers for the duration of your visit
- The recommended minimum Student:Teacher/Adult ratios are:
- 5:1 (Kindergarten - Year 2), 10: 1 (Year 3 - 6), 15: 1 (Year 7 - 12), 20: 1 (guided tertiary), 60: 1 (self-guided tertiary)
- Workshop & Education Program Risk Assessment form & the current Tweed Shire Council Public Liability Insurance certificate are available on request
- Consider whether you will allow senior students access to the Cafe. If so, please telephone the Café management on (02) 6672 5088, Wednesday to Sunday or email: home@tweedgallerycafe.com.au to discuss your requirements

BEFORE YOU VISIT

- Familiarise yourself with any Education Resources available from the Gallery's website. Go to >Education Menu > Resources and activities
- Read the pre-visit information letter to schools
- You can request some tables to be placed in the Foyer for self-initiated activities
- Ensure that students have a visual diary or paper for their visit – it could be an A4 or A5 notebook. Clipboards are available on request. The use of pencil rather than pen is preferred as a safeguard to the artworks

WHAT WE CAN OFFER YOUR SCHOOL WHEN YOU VISIT

SELF GUIDED VISIT – Free

- We ask groups to let us know of their planned visit to ensure that it is a valuable and enjoyable experience, and that not too many groups arrive at the same time. Please note that some days may be very popular and you will be requested to nominate another possible date
- Schools should complete the Group Booking Request Form and email, fax or post to the Gallery at least three weeks prior to their visit

10 MINUTE INTRODUCTION TALK - Free

- A short introductory talk combined with a self-guided visit is free (subject to availability of staff or Volunteer Gallery Guide). Information provided can cover topics including the Gallery, MOAC or a specific exhibition

SPECIAL TALKS/TOURS - Cost \$2 per student | Payable on the day or request invoice

- We offer Gallery or Exhibition tours for school groups upon request. Three weeks' notice is required. Special tours can be booked for 10.30am or 1.30pm to avoid congestion with the regular Daily Tours that commence at 11.30am. Duration 40 – 45minutes. Please indicate on form any special area of focus for the talk

THE FRANCES MILLS EDUCATION CENTRE

- The Frances Mills Education Centre is available for hire for teacher-initiated activities on Wednesday afternoons, Thursdays and Fridays unless previously booked. Use of the Workshop is limited to 20 students/ participants
- Description: The Frances Mills Education Centre is ideal for art classes, small seminars, lectures or presentations. The space has Internet access, inbuilt data projector and screen, toilet and washing facilities, and access to a verandah and the Gallery's gardens. Please request a Terms and Conditions of Hire form for more details
- 2016 -2017 Hire Fees (GST inclusive): Full day 9.30 am to 4.30pm: \$183.00 Half day (3.5 Hours): \$92.60

PLEASE TELEPHONE US FOR ASSISTANCE OR FURTHER INFORMATION: (02) 6670 2790