

SCHOOL DETAILS

School	Phone number
Postal address	
Suburb	Postcode
Admin Email address	

TEACHER DETAILS

Name	Department
Direct Email	Phone number

Accessible Requirements

Do any of your students have any accessible seating requirements? (Please tick)

Wheelchair seating
 Assisted listening devices
 Carers
 Special needs

We will confirm requirements closer to your excursion date.

7 Easy Steps:

Step 1 - Book

Book your place by sending in the booking form via email to education@glasshouse.org.au

Step 2 - Final Numbers

Final numbers are due ten (10) weeks prior to the event you are attending.

NOTE: If the event date falls in Term 1, final numbers will be due week six (6) of Term 4 the year prior.

Step 3 - Invoicing

An invoice will be sent out six (6) weeks prior to the event you are attending as per the final numbers given.

NOTE: If the event date falls in Term 1, invoices will be sent out by week seven (7) of Term 4 the year prior, with payment due prior to Term 4 ending.

Step 4 - Final Payment

Final payment is due no later than four (4) weeks prior to the event you are attending.

NOTE: If the event date falls in Term 1, final payment will be due prior to the last day of Term 4 the year prior.

Step 5 - Planning Your Visit

Teachers' Resource Packs are available on the Glasshouse website along with useful information for planning your visit, including a fact sheet and a 'venue and safety' information sheet to assist in preparing the school risk assessment.

Step 6 - Enjoy Your Visit on the Day

I have read and accept the Glasshouse Education Booking Terms & Conditions, please refer to www.glasshouse.org.au/Education

OFFICE USE	Coastline Funding (approved + amount)
Form received:	Final no. email:
Booking processed:	Final numbers confirmed:
Confirmation email:	Invoiced:

EXHIBITION	On View	Type	Price	Proposed Date	Students	Year Level
ORIGIN: The Place Where Something Begins Sydney Printmakers	28 January - 23 April	Guided Tour (1 hour)	\$5			
		Guided Tour & Workshop (2 hours)	\$15			
		Self-Guided Tour	FREE			
		Contemporary Practice Outreach	<input type="radio"/>			
Art In Conflict	20 May - 23 July	Guided Tour (1 hour)	\$5			
		Guided Tour & Workshop (2 hours)	\$15			
		Self-Guided Tour	FREE			
		Contemporary Practice Outreach	<input type="radio"/>			
ARTEXPRESS	1 July - 17 September	Guided Tour (1 hour)	\$5			
		Guided Tour & Workshop (2 hours)	\$15			
		Self-Guided Tour	FREE			
WILLIAM KENTRIDGE: I AM NOT ME, THE HORSE IS NOT MINE	23 September - 26 November	Guided Tour (1 hour)	\$5			
		Guided Tour & Workshop (2 hours)	\$15			
		Self-Guided Tour	FREE			
Artist in Residence PHILJAMES	14 - 23 April	Contemporary Practice Outreach	<input type="radio"/>			

CAPACITY: 30 students per time-slot for tours and workshops.

Multiple time-slots per day can be arranged to accommodate numbers greater than 30.

TIMES: times to be decided once date and capacities have been confirmed.

ON DEMAND WORKSHOP: Want a customised workshop to meet a syllabus requirement? Reach out and let us help you.			
Type of workshop	Syllabus, technique, material	Students	Year Level

HERITAGE IN A BOX	Proposed hire start date	Proposed hire end date	Price
In School Resource			Free

TERMS OF BOOKING, PAYMENT, CANCELLATION AND CHANGES

Education booking prices for workshops and tours are determined and available based on group bookings of 10 or more tickets.

Bookings are to meet the Education Program booking timelines as outlined on the Booking Form, Education Booklet and Website.

Cancellations must be notified in writing with no penalties applying if cancelled within the booking timelines.