



EDUCATION @GLASSHOUSE 2018 CREATIVE ARTS BOOKING FORM

SCHOOL DETAILS

School	Phone number
Postal address	
Suburb	Postcode
Admin Email address	

TEACHER DETAILS

Name	Position
Direct Email	Phone number

Accessible Requirements

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

Wheelchair seating

Assisted listening devices

3 easy steps...

Step 1 book

Book your event by sending in the booking form.

Please provide as close to actual numbers as possible. Once your booking form is received, an email confirmation will be sent within seven (7) days, confirming acceptance of your booking.

Note: if any of your students have accessible needs, please let us know so we can accommodate them as best we can.

Step 2 invoicing and payment

An invoice will be sent out as per the final numbers given. Please ensure you pay no later than the due date on your invoice.

Step 3 planning your visit

Once you have paid your invoice we will send you any additional information and/or education resources if available.

The Glasshouse website has useful information for planning your visit, including a 'planning your visit' fact sheet and a 'venue and safety information sheet' to assist in preparing the school risk assessment via www.glasshouse.org.au/education

Enjoy your visit

Arrival: Please arrive 10 minutes prior to the start time of your event.

Running Late: Please call the Glasshouse Box Office on (02) 6581 8888 to notify us if you are running late.




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




OFFICE USE




Form received: Final numbers confirmed:

Booking processed: Invoiced:

Confirmation email: Payment:

CREATIVE ARTS WORKSHOPS	Preferred Date	Time	Duration	Price	No. of Students	Total
B is for Bicycle - Stage 2			2 hours	\$15 per student		
Incredible Insects - Stage 2			2 hours	\$15 per student		
M is for Making Music - Stage 3			2 hours	\$15 per student		

TOURS	Preferred Date	Time	Duration	Price	No. of Students	Total
Guided Tour (exhibitions)			1 hour	\$5 per student		
Guided Tour & Art Workshop			2 hours, 30 minutes	\$15 per student		
Special Interest Tours (heritage, theatre, back-of-house)			1 hour	\$5 per student		

EXCURSION PACKAGES (maximum 30 students, separated into two groups)	Preferred Date	Time	Duration	Price	No. of Students	Total
Creative Arts & Heritage		9.30am - 2.30pm	5 hours	\$20 per student		
Creative Arts & Library visit		9.30am - 2.30pm	5 hours	\$20 per student		
Creative Arts & Museum		9.30am - 2.30pm	5 hours	\$20 per student		

HERITAGE IN A BOX - FREE

I would like to book the Heritage in a Box resource kit between the following dates

