



Museum of Art and Culture
Lake Macquarie ▲ yapang

SCHOOL GROUP BOOKING FORM

If you would like to visit MAC with your class please complete this booking form and a staff member will contact you to confirm.

School Name:

Email:

Address:

Telephone:

Contact Person:

Mobile:

Preferred Visit Date:

Preferred Visit Time:

Preferred Visit Length:

Visit Type: (please tick)

Self-Guided Visit

Guided Visit

Art Making Workshop

Number of Students:

Number of Teachers:

Year Level of Students:

TO ENSURE THE EXCURSION IS SUCCESSFUL AND SAFE FOR THE STUDENTS, TEACHERS AND MAC, THE FOLLOWING CONDITIONS APPLY:

Please read this information and accept below.

MAC will:

- ▶ Provide the School with a copy of [MAC's Evacuation Plan](#) and [Risk Assessment](#) and make students and teachers aware of emergency exits and marshalling point and explain the emergency evacuation procedure on arrival;
- ▶ Remind students, on arrival, to take extra care in the exhibition space;
- ▶ Maintain a safe venue to Council standards and as per Lake Macquarie City Council Work Health and Safety Responsibilities, Authorities and Accountabilities;
- ▶ Provide space in the foyer for school bags and other items (not to be taken into the exhibition space) and;

The School will:

- ▶ Speak with MAC's Visual Arts and Public Programs Leader prior to the excursion to confirm excursion details;
- ▶ Ensure students and accompanying carers/teachers are aware of [MAC's 's evacuation plan](#) Eg. In the case of an emergency, students and teachers must follow staff instructions, evacuate the building and head to the assembly point;
- ▶ Ensure enough qualified teacher/s are present for the number of students and that the Department of Education's policy is adhered to at all times https://www.det.nsw.edu.au/policies/student_admin/excursions/excursion_pol/PD20040010.shtml
- ▶ Ensure a teacher is present with each group at all times within the space;
- ▶ Ensure all teachers/students/carers on the excursion understand that they are responsible for the safety of themselves and each other and that any incident is reported to a staff member as per Lake Macquarie City Council Work Health and Safety Responsibilities, Authorities and Accountabilities;
- ▶ Ensure students working or playing in the grounds are supervised at all times – at least one teacher to 10 Students for preschools and primary schools and one teacher to 25 students for high school and above;
- ▶ Ensure students do not climb on, or damage in any other way, any of the sculptures in the grounds;
- ▶ Ensure students are kept at safe distance from the lake's edge;
- ▶ Ensure students in the grounds adhere to a Sun Safe Policy;
- ▶ Ensure teachers are aware of students who are allergic to bee stings, taking adequate control measures including limiting exposure to grassy areas in the grounds (especially in Spring when the clover is abundant) and adequate First Aid and;
- ▶ Liaise with MAC staff prior to excursion for wet weather options for large groups.

Tick here to agree to terms and conditions

Name:

Form should be sent to

Joanna Davies jldavies@lakemac.nsw.gov.au

The Visual Arts and Public Programs Leader will be in contact within two days to confirm your booking.

Please call **02 4921 0705** if you require any further information.