

## TERMS AND CONDITIONS

### **Bookings are required for all school groups visiting Heide Museum of Modern Art.**

- Bookings for programs with Heide Educators must be made at least two weeks in advance via the online booking form.
- Self-guided groups, including self-guided Sculpture Park and Garden visits must be pre-booked .
  - this will allow us to contact your group in the event of exhibition changes or emergencies
  - we cannot guarantee entry to unbooked groups
  - school groups arriving without booking will not receive student admission discounts
  - schools cloakroom facilities are only available to pre-booked school groups
- Bookings are not confirmed until a booking confirmation email is sent to the school contact.
- Ticket prices and programs are subject to change without notice. Prices are inclusive of GST.
- Payment will be processed upon issuing of booking confirmation.
- Your booking confirmation will state the number of supervising adults included for free with your group. Any additional adults accompanying the group must purchase admission.
- Any alterations to your booking, including the number of students attending, must be received 7 days prior to the date of your visit.

### **Program times, locations and entry**

- Your booking confirmation will confirm your program's starting time, duration and meeting point; either the Sidney Myer Education Centre decking steps OR Tony and Cathie Hancy Sculpture Plaza steps (outside Heide III)
- On arrival a staff member must present to the information desk at Heide III to register your group.
- Please allow time for cloakroom prior to the start of your program.
- Generally, facilitated tours are offered for one class at a time. In the instance of multiple classes, we make every attempt to secure additional staff for concurrent delivery but this cannot be guaranteed and the tour may need to be scheduled over several hours.

### **Cancellation and late arrivals policy**

- Program cancellations must be received in writing (email or fax) 7 days prior to avoid a cancellation fee.
- For cancellations under 7 days the full booking fee applies.
- All changes to your booking (including, but not limited to: cancellations, rescheduling, changes to participant numbers, etc.) must be communicated to Heide Education more than 7 days before your visit.
- It is essential you arrive at the museum at your allocated time. Unfortunately, lost time cannot be made up for due to tight schedules and restraints on our facilitators' time. If you are delayed please phone (03) 9850 1500 as soon as possible.

### **Conduct in the gallery spaces**

- Keep noise to a minimum
- Do not touch artworks or lean on walls
- No flash photography, tripods or monopods
- No eating, drinking or running
- Pencils (no pens) and A3 (maximum) size pads only in gallery spaces. Please note some exhibitions may have special restrictions on writing or sketching.

### **Sculpture Park and Gardens**

- Please refrain from touching artworks in the Sculpture Park and climbing trees. Please keep to the footpaths in the gardens.

## Supervision

- Teachers and supervising adults accompanying a group are free and must maintain direct supervision of students at all times during their visit to Heide. Supervising adults accompanying students are required to be in a supervisory role and are responsible for students' behaviour at all times during the visit.

### Programs with Heide Educators

- Groups staffed by Heide Educators require at least one teacher/supervising adult for groups of up to 15 students.
- Teachers are required to remain with students at all times.
- During tours avoid side conversations (even quiet ones) so that students can hear the educator speaking and not be distracted by other talking.

### Self-guided groups

- Self-guided groups require enough supervising adults to enable the students to move around in small groups.
- Students must be accompanied in exhibitions at all times.
- Adult supervision is required at all times with the following student:adult ratios
  - Years F-2 8:1
  - Years 3-6 12:1
  - Years 7-12 16:1
  - Tertiary 25:1

## Photography

Is permitted in the gallery spaces without flash. Please refrain from taking photographs during tours.

## Equity

Heide is committed to ensuring its programs and activities are accessible to all. Schools recognised as having a low overall socio-economic profile on the Government School Performance Summary are eligible to apply for a reduced fee. For more information and to apply please email [education@heide.com.au](mailto:education@heide.com.au) or call (03) 9850 1500.

## Legals

- The school is solely responsible for obtaining parent or legal guardian consent of all students to attend Heide.
- The school releases Heide, its officers, employees, volunteers and agents from all proceedings, demands and claims in respect of any injuries, losses, damages, costs and expenses sustained or incurred by any of its students while at Heide.
- The school agrees to indemnify and keep indemnified Heide, its officers, employees, volunteers and agents from and against all liabilities, losses, damages, costs and expenses (including consequential loss) sustained or incurred by Heide as a direct or indirect result of the school, including each of its student's, attendance at and/or participation in any activities at Heide.