

TERMS AND CONDITIONS

Please read and, by submitting a booking request, agree to the below Terms and Conditions for the provision to you (**the School**) of the Fitzroy Art Spaces Tour (**FAST**) by The Centre for Contemporary Photography Inc ABN 14 081 414 273 (**CCP**).

- 1 Bookings are essential for all FASTs. After CCP receives a booking request via email, a confirmation email will be sent to the contact person identified in the Booking Request Form. CCP will only direct correspondence to this contact person in relation to any matters arising out of the booking. Please let the CCP Education Consultant, Melissa Bedford, know if you do not receive this: education@ccp.org.au
- 2 Payment to CCP should only be made after the confirmation email and payment form is received at the school. FASTs are a not-for-profit initiative. A nominal fee of \$15 per student is necessary to cover the operational costs involved. Payment must be received within 14 days of the tour date or at the time of booking.
- 3 It is not the responsibility of gallery staff or volunteers to supervise students during the FAST.
- 4 Teachers accompanying a group are required to maintain direct supervision of their students at all times during the FAST and will at all times be responsible for, and have control over, the students and their conduct, including the extent to which each student participates in the FAST.
- 5 The ratio of teacher supervision must be appropriate to the age of the students and the nature of the walking tour. CCP requires the presence of at least 2 teachers from each School for every FAST (a ratio of no less than 1:15). Accompanying teachers are not charged the tour fee.
- 6 Teachers must provide CCP with a copy of a completed risk assessment form prior to the tour. A template risk assessment is appended should your school not have a preferred risk assessment form already in place.
- 7 Prior to the FAST the leading teacher must brief students and other teachers about appropriate behaviour within an art gallery. At a minimum, this must include (but is not limited to) the provision of the following instructions:
 - a. listening to and obeying any instructions from teachers and tour guides,
 - b. not touching artworks or walls,
 - c. not consuming food or drink within the galleries,
 - d. not running within the galleries, and
 - e. only using pencils for note taking.
- 8 Before and after each gallery tour, each teacher must complete a head count of all of the teacher's students and ensure that all students are accounted for.
- 9 The School is solely responsible for obtaining legal parental/guardian consent for all students attending a FAST.
- 10 To the maximum extent permitted by law, the liability of CCP and its employees, contractors and volunteers (collectively the CCP Parties) to the School and all teachers and students associated with the School in respect of any proceedings, demands, claims, damages, debts or costs arising directly or indirectly from the School's (including its students' and employees') attendance at, and/or participation in, a FAST is limited to the payment of the cost of having the FAST supplied again.
- 11 Large bags cannot be taken into the galleries. Food and beverages may not be consumed within the galleries.
- 12 It is recommended that valuables are not brought on the excursion. To the maximum extent permitted by law, CCP takes no responsibility for any loss or damage that occurs to any belongings or valuables brought on the FAST.
- 13 Please arrive at least 10 minutes prior to the commencement of a FAST (i.e. 9.50am for a 10.00am start). Time lost by late-arriving schools cannot be made up. If you are delayed contact CCP on 03 9417 1549 immediately.
- 14 By submitting an online booking request you agree on behalf of the School to the terms and conditions outlined above and that declare that you are authorised to sign on behalf of the School.

Name of school representative (please print):

Date:

Signature of school representative:

Name of school (please print):
