

TERMS AND CONDITIONS

BOOKINGS

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

- 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 un-booked groups
- School groups arriving without booking will not receive student admission discounts
- 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
- Your invoice will be generated on the Monday of the week prior to your visit and sent to the email address provided on your booking form. It will not be possible to reduce numbers after this date.
- All amendments to your booking; (including, but not limited to: cancellations, rescheduling, changes to participant numbers, etc) need to be made before this date
- Your booking confirmation will state the number of supervising adults included free of charge with your group. Additional parents and assistants are welcome to explore the Sculpture Park and Gardens free of charge or can purchase admission to visit the exhibitions independently

CANCELLATION AND LATE ARRIVALS POLICY

- Program cancellations for guided tours and workshops must be received in writing (email or fax) 7 days prior to avoid a cancellation fee
- It is essential you arrive at the museum at your allocated time. Unfortunately, lost time cannot be made up, due to tight schedules and restraints on our facilitators' time. If you are delayed please phone (03) 9850 1500 as soon as possible

CONDUCT AT HEIDE

Before your visit, please discuss your expectations regarding appropriate museum behaviour with your students, including:

- Do not touch artworks or lean on walls
- Keep noise to a minimum
- No flash photography, tripods, monopods or selfie sticks
- No eating, drinking or running inside
- No water bottles or back-packs may be taken into the galleries
- Pens may not be used in gallery spaces (pencils only) and A3 (maximum) size notebooks
- If your students have worksheets to complete or wish to take notes, please ensure they remain respectful of Learning Program Guides by primarily focusing on looking and listening
- If you are including a self-guided tour of the exhibitions before or after your booked program, please observe appropriate group supervision
- Please note some exhibitions may have special restrictions regarding writing, sketching or photography
- Please refrain from touching artworks in the Sculpture Park and do not climb trees
- Please leave your bags on the bus if possible
- Lunches and water bottles can be stored on Sidney Myer Education Centre decking steps or in our bagging room if necessary
- Heide has a "No Nut" policy - please contact us if this is an issue with your students

SUPERVISION

- Groups staffed by Learning Program Guides require at least one teacher/supervising adult for groups of up to 15 students
- Teachers are required to remain with students at all times and are responsible for students' behaviour at all times during the visit, with the following student:adult ratios:
Years F-2 8:1 o Years 3-6 12:1 o Years 7-12 16:1 o Tertiary 25:1
- During tours, please avoid side conversations (even quiet ones) so that students can hear the guide speaking without distraction

EQUITY

Heide is committed to ensuring its programs 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 subsidies to cover the cost of tours, workshops and bus hire. For more information and to apply please email learning@heide.com.au or call (03) 9850 1500.

LEGALS

- The school is solely responsible for obtaining parent or legal guardian consent for all students attending at 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