

# SELF-GUIDED EDUCATION SCHOOL BOOKING FORM

School name:	
Contact name:	Contact role:
Telephone:	Mobile:
Email address:	
Postal address:	Postcode:
Class age:	
Date of visit:	Time of visit:

Category	Admission rate <small>(per person)</small>	Total attendance
Total students	\$8.00	
Total adults <small>(Please provide total number of adults, so we can calculate FOC according to teachers/carers based the ratio:</small>	\$12.00	
<ul style="list-style-type: none"> <li>• 1 FOC teacher per 20 students – high school;</li> <li>• 1 FOC teacher per 10 students – primary school)</li> </ul>		

## Payment details:

Payment can be made on arrival by cash, credit card and EFTPOS or after the visit by invoice only.

Please select when the payment will be made:

- On the day of the visit. The tax invoice will be provided upon entry to the Garden.
- After the visit. The invoice will be sent directly to school for payment. Invoices can only be generated for groups of 20 people or more. Please provide email and contact name for Accounts Payable.

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Terms and conditions:**

Welcome to the Chinese Garden of Friendship

The Chinese Garden of Friendship is one of Sydney's most popular destinations for school groups, adult learning, heritage clubs and other groups. To ensure that all our visitors enjoy their time at the garden, the staff and management ask that you assist us by always supervising your students. Please also familiarise your group with the following guidelines before entering the garden.

- Children must be supervised always with a minimum of 1 teacher per 20 high school students and 1 teacher per 10 primary school students. We welcome large school groups however request a maximum of 50 students in one group at a time with a break of 5 minutes between admission of each group.
- Please walk around the garden, running is not permitted. There are several permanent water features in the garden. Please ensure students maintain a safe distance from these.
- Please do not pick flowers, climb trees, handle the wildlife, or climb or jump on or off the garden beds or rockeries.
- Please show consideration for other visitors by moving quietly around the garden.
- Please use the bins which are provided for the disposal of any rubbish you may have.
- Please note the Teahouse area is reserved for Teahouse paying patrons only.
- Please report any faults or breakages to the garden staff at reception.
- Please watch your step as there are steep stairs, uneven surfaces, which can be slippery if wet, and barrier-free water edges throughout the garden. We recommend that visitors wear flat, non-slippery walking shoes and stick to the paths and always assess your own risk.
- Persons under the age of 16 must be always under the direct supervision of an adult.
- Smoking is not permitted anywhere inside the venue.
- Please help us to protect our wild birds, animals, and fish by not feeding or touching them. Domestic animals are not permitted.
- Remain alert as there may be swooping birds in this area, although rare and generally during springtime.

Stay safe and enjoy your visit.

For more on Chinese Garden of Friendship General Conditions of Entry and safety information, please refer to our website [www.darlingharbour.com](http://www.darlingharbour.com)

**I have read and agree to the terms and conditions.**

Signature:

Date: