

Date: _____

YOUR BOOKING

Organisation: _____

Primary contact (Name): _____

Phone number: _____ Email: _____

Excursion type: Visual Arts Street Art Stopmotion (students will need their own device)

Excursion date: _____ Excursion time: _____ Number of attendees: _____

Cost: _____ Payment type: _____

Thank you for your excursion booking. We hope that you thoroughly enjoy the programmed activities and our dedicated facilities.

ACTIVITIES

All of our art teachers are trained, practicing industry professionals and educators. Visual Arts activities will involve a variety of art materials and possibly the use of cutting tools. All materials and props are supplied by CPAC and students are able to take home all artwork produced in class. We ask that coordinators assist teachers in determining whether physical activities such as Drama and Dance are appropriate for participants. If specific activities are deemed unsuitable, please notify our friendly staff and teachers.

We welcome feedback about all aspects of our program and hope to work with your school/organisation to ensure a high-quality experience for you. Please do not hesitate to contact us if you have any suggestions or concerns.

ARRIVAL

Please ensure that you arrive 15 minutes prior to the start of a workshop or tour. Upon arrival all attending teachers are required to sign-in at Reception and take a Visitor Pass, which is to remain with teachers for the duration of your visit at CPAC. Once signed in, you will be given a quick induction of the venue, where we will advise you of Emergency Exits, Evacuation Maps and Meeting Points. Before leaving the venue, please return the Visitor Passes and sign-out at Reception.

If you are running late, please be aware that the tour or workshop end time may or may not be extended depending on our bookings schedule. If you are running late or unable to attend, please notify:

Hanne Davies
Acting Producer Public Programs
8711 7093
DaviesH@liverpool.nsw.gov.au

or

Dianne McClaughlin
Public Programs and Education Officer
8711 7102
McClaughlinD@casulapowerhouse.com

PAYMENT

Once your booking has been confirmed, you are required to pay the full amount as indicated through the following options:

- (a) Payment for art workshops can be made at Reception on the day of the excursion. We accept cash, credit and cheque payments and can provide you with a receipt. Group payments are preferable.
- (b) CPAC can also invoice your school or organisation, and payment can be made upon receipt of the invoice (payable within 14 days).
- (c) A gold coin donation, per person for a guided tour is to be given to the tour guide at the end of the tour. Tours require a minimum of 10 people. Tours are complimentary if included as part of a workshop excursion package.

REDUCED BOOKINGS AND CANCELLATIONS

You must give CPAC a minimum of 7 working days' notice of cancellation or reduction in attendance or you will be required to pay the full amount.

Any cancellations made 7 working days prior to the event will either have their invoice cancelled or receive a full refund. Notifications of reduced attendance received 7 days prior to the event will be issued an amended invoice.

ADDITIONAL BOOKINGS

Any additional numbers attending after the booking confirmation has been issued, will be required to pay on the day of attendance. Group payments for additional attendees are preferable. Please provide us with as much notice possible of any additional bookings so that we can accommodate the excursion accordingly.

PERSONAL BELONGINGS

All visitors are responsible for their personal belongings. CPAC does not take responsibility for lost or stolen items.

PHOTOGRAPHY & MEDIA

CPAC staff may take photographs to document activities for possible use in media and marketing. Permission will be sought from participants before photographs are taken. You will be issued with a media consent form to complete. Please feel free to notify CPAC staff if you do not wish for your photograph to be taken.

VENUE & SAFETY INFORMATION

SUPERVISION & PUBLIC LIABILITY

It is the responsibility of the organisation to ensure that the visit and activities are endorsed and covered by the organisation's public liability and that insurance has been arranged for all participants. CPAC shall be indemnified against any claims for injury to persons or damage to property arising from participation in CPAC excursion activities.

EMERGENCY AND EVACUATION PROCEDURE

In the case of an emergency, there are TWO warning sirens. All activities must stop immediately and teachers and students must be evacuated on the first siren. Please leave behind any belongings as the safety of students, teachers and teachers is a priority. Please ensure that you are able to account for all students and staff. CPAC staff will assist during evacuation procedures.

A representative of the group must report to the Area Warden (identifiable by the yellow hard hat). All group members must be accounted for and reported to the Area Warden. If someone has been left behind, DO NOT under any circumstance re-enter the building. Report

this to the Area Warden, who will be making a final sweep through the building.

FIRE EXITS

There are two fire exits from the Turbine Hall via the main entrance and the doors in front of our café. Please follow the directions of CPAC staff and make your way to the designated Emergency Evacuation Area in the front Car Park.

ACCIDENTS AND INCIDENTS

Please report any accidents and incidents to CPAC staff, regardless of how small they may be. Certified First Aid Officers are available on-site if visitors require medical attention.

GETTING TO CASULA POWERHOUSE

BY TRAIN

Disembark at Casula Station on the T2 Inner West & South Line or T5 Cumberland - first stop after Liverpool (from Sydney) or Glenfield (from Campbelltown).

BY CAR / BICYCLE

From Parramatta or Campbelltown (without tolls)

Take the Hume Highway towards Liverpool, turn at Terminus St towards Liverpool CBD and turn right at Pirie St. Follow the signs to the Casula Powerhouse, Shepherd Street entrance.

From the M5/City (with tolls)

Take the M5 to Liverpool. Exit at Moorebank Avenue and drive towards Liverpool turning left at Newbridge Road. Turn left into Speed Street and follow the signs to Casula Powerhouse.

*** FREE onsite parking available***

