



FITZROY ART SPACES TOUR
BOOKING REQUEST FORM

SUPPORTED BY



Department of Education and
Early Childhood Development



**ARTS
VICTORIA**



This project is supported by The Daniel and Danielle Besen Foundation.



FITZROY ART SPACES TOUR
BOOKING REQUEST FORM

Please select a FAST tour date online then complete and sign this form agreeing to the FAST Terms and Conditions.

www.fitzroyartspacestour.org.au

Send completed form to:

FAST Tour Bookings
The Centre for Contemporary Photography
404 George Street Fitzroy, Victoria, 3065.

INFORMATION REQUIRED (PLEASE PRINT)

STUDENT YEAR LEVEL: _____

AREA OF STUDY: _____ NUMBER OF STUDENTS: _____

DATE OF TOUR: _____ / _____ / _____

(FAST dates are listed in blue inside the calendar of the 'how to book' section within the FAST website: fitzroyartspacestour.org.au)

TEACHER NAME (KEY CONTACT): _____

EMAIL ADDRESS: _____

MOBILE NUMBER: _____

SCHOOL NAME: _____

STREET ADDRESS: _____

SUBURB: _____ POSTCODE: _____

SCHOOL PHONE NUMBER: _____

*Please note that completing this FAST Booking Request Form does not automatically guarantee the FAST Tour date you have selected. See terms and conditions over.

Enquiries:
Please contact the CCP Education Consultant T 03 9417 1549
www.fitzroyartspacestour.org.au



TERMS AND CONDITIONS

Please read, sign and submit the FAST Terms and Conditions along with the FAST Booking Request Form.

Bookings are essential for all FAST tours. After CCP receives a FAST Booking Request Form, a confirmation email will be sent to the school contact. Please let the CCP Education Consultant, Melissa Bedford, know if you do not receive this: bookings@fast.org.au

Payment to CCP should only be made after the confirmation email and payment form is received at the school. FAST tours are a not-for-profit initiative. A nominal fee of \$15 per student is necessary to cover the operational costs involved.

Teachers accompanying a group are required to maintain direct supervision of students at all times during the FAST tour. The ratio of teacher supervision must be appropriate to the age of the students and the nature of the walking tour. CCP recommends a ratio of no less than 1:15. It is not the responsibility of gallery staff and volunteers to supervise students. Accompanying teachers are not charged the tour fee. Payment must be received within 14 days of the tour date or at the time of booking.

Prior to the FAST excursion the leading teacher must brief students and other teachers about appropriate behaviour within the context of an art gallery. This includes: listening to instructions, not touching artworks or walls, not consuming food or drink within the galleries, not running within the galleries, and only using pencils for note taking.

The school is solely responsible for obtaining legal parental/guardian consent for all students attending a FAST event.

The school releases the FAST consortium and its staff, contractors and volunteers from all proceedings, demands and claims in respect of any injuries, damages or losses sustained as a direct or indirect result of the school's (including its students and teachers) participation in any FAST program.

The school agrees to indemnify FAST consortium, its staff, contractors and volunteers from and against all liabilities, losses, damages, costs and expenses sustained or incurred by any of its students or teachers whilst on a FAST tour.

Large bags cannot be taken into the galleries.

It is recommended that valuables are not brought on the excursion.

Please arrive at least 10 minutes prior to the commencement of FAST walking tours (i.e. 9.50am). Time lost by late-arriving schools cannot be made up. If you are delayed contact the CCP on 03 9417 1549 immediately.

We may use photos and video of the tours to promote the program to funders and to the public including on the Centre For Contemporary Photography website.

By signing this document I declare that I agree to the terms and conditions outlined above and that I am authorised to sign this document on behalf of the school.

* 'FAST consortium' includes Centre for Contemporary Photography, Gertrude Contemporary, SEVENTH, Sutton Gallery.

Name of school representative (please print):

Date:

Signature of school representative:

Name of school (please print):

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