

1. PREAMBLE

- This policy covers access to the Bundanon Trust properties for the education programs only in 2020 and is intended to ensure the safety and enjoyment of residential customers, the general public and staff.
- In 2020 The Boyd Education Centre at Riversdale is not being used due to building works.
- Residential Education programs will be run solely at the Bundanon property in 2020 during terms 1 and 2 only
- Day programs will be run at Bundanon property all year.
- All bookings are subject to availability, timely completion of the education information form and payment of the deposit and balance.
- All education bookings are priced in packages. Weekend use is possible but may incur an extra cost due to staff costs.
- Bundanon may be booked for any **group size between 16 and 38**.
- Due to the provision of water and hot water this will be the absolute maximum of both students and staff we can accommodate.

2. BOOKING PROCESS

The following steps are used to process your booking:

- Step 1 – HOLD BOOKING-14 days
Bundanon Trust will place a HOLD booking on prospective booking dates to allow the organiser to check dates with school administration.
- Step 2 COST ESTIMATE
Bundanon Trust will issue a Cost Estimate based on minimum or intended numbers for the booking.
After 14 days, if Bundanon Trust has not been contacted by the customer to confirm the booking dates then HOLD booking dates will be cancelled.
- Step 3 –DEPOSIT INVOICE
Once you confirm the HOLD dates suit your organisation a deposit invoice will be issued.
The DEPOSIT of \$2,000 is non-refundable.
Payment of the Deposit is required to confirm your booking.
The deposit can be made by direct debit or Credit Card.
The Deposit must be paid within 28 days.
- Step 4 –CONFIRMED BOOKING
The booking is considered CONFIRMED only when the FULL DEPOSIT has been received.
- Step 5 – INFORMATION FORM
The Online Information Form must be completed and submitted to Bundanon Trust 6-8 weeks prior to your visit start date indicating intended numbers of students and staff, workshop choices, arrival and departure times.
- Step 6 - FINAL NUMBERS and Dietary Special needs communicated- 7 days PRIOR
Final numbers must be confirmed 7 days prior to the visit.
A list of names with dietary needs must be confirmed 7 days prior to the visit
This information is needed by our external caterer.
- Step 7 – BALANCE INVOICE- Close to the start day of the visit
A balance invoice is sent close to the start day of the visit and must be paid in full within 7 days of receipt.
All indications of cost are considered estimates only and are subject to change until the final numbers are confirmed.
All payments are subject to the Cancellation Clause 3 following:

3. CANCELLATION POLICY

- The following cancellation charges will apply:
- **DEPOSIT- The deposit of \$2,000 is non-refundable**
- **With Less than 7 days' notice of cancellation 80% of full payment must be made**
- Bundanon Trust reserves the right to cancel any booking if there is risk of harm to any persons or property due to environmental weather or access conditions. We will reschedule the visit or refund all monies accordingly. In this circumstance the Deposit may be transferred to another booking.
- Bundanon Trust reserves the right to terminate a booking if customer behaviour poses a risk to people or property.
- Bundanon Trust reserves the right to decline the booking.

4. DAY PROGRAMS

Day program packages vary according to numbers attending. Ask for a cost estimate for day programs.

5. RESIDENTIAL PACKAGE PRICES 2020

Package price is shown with GST included.

ONE NIGHT PACKAGE - \$209 GST INC per person, Minimum payment 16 persons

- Students and teachers pay the package price
- One-night accommodation at AIR Complex Bundanon
- Catering includes afternoon tea on day 1 through to Lunch on day two.
- Tours of Bundanon Homestead and Arthur Boyd's Studio
- One 2 hour workshop on day 1
- One 3 hour workshop on Day 2

TWO NIGHT PACKAGE - \$396 GST INC per person, Minimum 16 persons

- Students and teachers pay the package price
- Two nights accommodation at AIR Complex Bundanon
- Catering includes afternoon tea on day 1 through to Lunch on day three.
- Tours of Bundanon Homestead and Arthur Boyd's Studio
- One 2 hour workshop at Bundanon on day 1
- Two 3 hour workshops at Riversdale on Day 2
- Own program on day three

Note weekend programs will incur a \$20 per person surcharge due to staff award rates being higher

THREE NIGHT PACKAGE - \$557.70 GST INC, per person, Minimum 16 persons

- Students and teachers pay the package price
- Three nights accommodation at AIR Complex Bundanon
- Catering includes afternoon tea on day 1 through to Lunch on day four.
- Tours of Bundanon Homestead and Arthur Boyd's Studio
- One 2 hour workshop on day 1
- Two 3 hour workshops on Day 2
- One 3 hour workshop on day 3

WEEKEND SURCHARGE: \$20 per person- if applicable

6. STANDARD TIMES

- Education programs generally commence at the Bundanon property from 10am.
- Departure from the Bundanon property on the final day is no later than 1.00pm
- Other arrangements for arrival and departure times may be negotiated and may affect the cost.

7. ACCOMMODATION

- School groups are accommodated in the Artists in Residence Complex at Bundanon.
- The minimum number a booking will be invoiced for is a group of **16**.
- Groups of up to an absolute maximum of **38** may be booked
- Bed are mostly bunk beds in studios and bedrooms. Bathroom facilities are shared.
- Schools wishing to arrange separate accommodation for their staff should consult the room layout diagram before determining total group numbers.
- Bundanon Trust provides a fitted sheet, pillow and pillow case. Visitors must bring their own top sheet (summer) or sleeping bag (winter) and their own towel.

8. CATERING

- Catering includes breakfast, morning tea, lunch, afternoon tea and dinner with fresh fruit available during the day.
- Breakfast is self-serve and Bundanon housekeepers assist with lunches.
- An external caterer attends each evening to prepare dinner.
- We can cater for a range of dietary needs. For further details see School Catering Information.
- **7 days' notice** must be given of any dietary needs.

9. STAFFING

- The education program is staffed by qualified and experienced educators.
- Bundanon staff members do not stay overnight with schools.
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10. PROPERTY CONDITIONS

- The properties of the Bundanon Trust will be provided in the best condition during the booking period.
- Seasonal variations and weather may influence the agendas of the education programs.
- Maintenance and building restoration work occur from time to time to the buildings and environment.

11. TRANSPORT AND PARKING

- Transport arrangements are the sole responsibility of the customer.
- Bundanon Trust does not arrange buses for schools.
- The Bundanon property is accessible by large buses and cars.
- There are sections of privately-owned road that form our main access roads. The condition and maintenance of these sections is outside the control of Bundanon Trust.
- Buses and cars remaining at Bundanon overnight must be parked in the public car park at Bundanon at the owners' risk.
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12. DAMAGE & LIABILITY

- The buildings and grounds must be left in the condition in which they were provided.
- You will be invoiced by the Trust for any damage to property, equipment, buildings, artworks or grounds arising from your visit.
- No Swimming is allowed by any school staff or students.
- Schools must abide by the *Schools Risk Plan* used for excursion planning.