

The Organiser and all individual visitors in a School Excursion must comply with the Early Start Discovery Space [Ticketing and Entry Terms and Conditions](#) in addition to the following Terms and Conditions:

**A. School Group Booking**

1. The person booking an excursion on behalf of a school, preschool and/or early childhood education and care facility or service warrants that they have the authorisation to agree to these terms and conditions on behalf of that school or preschool.
2. By requesting an excursion, the organising school or preschool (the **Organiser**) warrants that the principal or centre director has received appropriate consents from the parents and/or guardians of participating students for their child's participation in the Early Start Discovery Space (**Discovery Space**) excursion.
3. The Organiser is liable for any damage (including damage to property or premises), loss or injury incurred or suffered by the University of Wollongong (**UOW**), as a result of the Organiser's or its officer's, employee's, contractor's or student's:
  - a. breach of these Terms & Conditions or the Early Start Discovery Space [Ticketing and Entry Terms and Conditions](#), or
  - b. unlawful or negligent act or omission while visiting the Discovery Space, except to the extent that such damage, loss or injury is caused or contributed to by the negligence or unlawful act or omission of UOW.
4. Any photographs and video taken by children or teachers/guardians/carers/volunteers accompanying the school group should be for personal use only. Please respect the privacy of other visitors when taking photographs or videos.
5. All excursions must be booked 14 days before the date of the excursion.
6. The Organiser warrants that it has conducted its own excursion risk assessments (including reviewing its own adult to child ratios required for excursions) and has read the Venue and Safety Information and Risk Management Summary before attending the Early Start Discovery Space.
  - a. We require a minimum of one adult to ten children (1:10) for preschool excursions and one adult to fifteen children (1:15) for primary/high school excursions, but highly encourage additional adults to attend.
7. The Organiser must communicate information relating to getting to the Discovery Space to bus drivers, including that while the bus bay out the front of the Discovery Space may be used for pick up and drop off, it is not available for bus parking during the excursion.
8. The Organiser will receive an itemised Tax Invoice by email within 14 days of the excursion. Payment must be made within 30 days of the invoice date. Please note GST does not apply to educational visits.
9. No discounts, concessions or individual membership conditions apply to School Excursion Bookings. All children attending the excursion must be paid for.
10. The Organiser must confirm the number of children and adults attending the excursion **5 business days before your excursion**, however, this can be adjusted on the day to allow for any changes (minimum payment of 20 students is required).
11. If the group is not able to attend the booked excursion the Organiser must advise us within **5 business days** to cancel the visit and receive a refund (if any payment has been made), or to reschedule the visit.
12. If the booking is cancelled due to a decision by the Discovery Space, we will refund the face value of the admission costs or reschedule the visit to a later date, subject to booking availability.
13. No credits or refunds are available after entry to the Discovery Space, unless required by law.
14. The Organiser gives full permission for Discovery Space or UOW staff to seek emergency medical services for any individual attending as part of the School Group if they become injured or ill during the excursion, with the understanding UOW is not responsible for any expense incurred.

## Early Start Discovery Space School Excursion Terms and Conditions



15. The Organiser releases and indemnifies UOW and its employees, volunteers and students (those **Indemnified**) from and against:
  - a. loss or liability incurred by UOW;
  - b. loss of or damage to property of UOW; and
  - c. third party claims against UOW, to the extent such loss, liability, damage or claims arise out of the Organiser's, or its officer's, employee's, contractor's or student's;
  - d. breach of these Terms & Conditions or the Early Start Discovery Space Ticketing and Entry Terms and Conditions; or
  - e. unlawful or negligent act or omission while visiting the Discovery Space, except to the extent that such loss, liability, injury or claim is caused or contributed to by the unlawful, negligent or other tortious act or omission of those Indemnified.
16. **Any personal information collected by the Discovery Space in relation to the school group booking or visit will be handled in accordance with Discovery Space Privacy Collection Notice available in the Discovery Space [Ticketing and Entry Terms and Conditions](#).**