ENVIRONMENTAL EDUCATION BOOKING FORM

# SCHOOL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| **School Name** | Click here to enter text. | | |
| **Contact Teacher** | Click here to enter text. | | |
| **Email Address** | Click here to enter text. | | |
| **School Phone** | Click here to enter text. | **Mobile Phone** | Click here to enter text. |
| **Postal Address and Post Code** | Click here to enter text. | | |

**VISIT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date preference 1** | Click here to enter a date. | **Duration of visit (arrival & departure time)** | Click here to enter text. |
| **Date preference 2** | Click here to enter a date. |  | |
| **Date preference 3** | Click here to enter a date. |
| **Year Level or Age Group** | | Click here to enter text. | |
| **Number of Students** | | Click here to enter text. | |
| **Number of accompanying Adults (if applicable)** | | Click here to enter text. | |
| **Special Requirements (ESL/EFL, special needs etc.)** | | Click here to enter text. | |
| **Activity Name/Topic Request?**  **Please Note:** | | Choose an item.  Other: Click here to enter text.  Environmental education programs are free for Redlands residents. Students or enterprises that are not will be subject to a $4 charge per student. | |
| **Location of Visit** | | Choose an item.  Specify details: Click here to enter text. | |

**TERMS AND CONDITIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| The health and safety of your students is of the utmost importance. Please read the following information carefully and check the box below to acknowledge your understanding and acceptance of the terms and conditions.  1. The education facility is an approved provider in accordance with the conditions of the National Quality Framework and the Education and Care Services Act (Qld), and as such holds public liability insurance with a minimum limit of liability of $10 million per claim.  2. The education facility is responsible for the safety and behaviour of students and adults who participate in the activities offered by Redland City Council ("Council").  3. The education facility agrees to indemnify Council, its officers, employees, agents and representatives against all actions, procedures, claims, demands, costs and expenses in respect of any injuries, loss or damage however caused as a result of the activity, except to the extent the claim is due to the negligent or unlawful act or omission by Council, its officers, employees, agents and representatives connected with the activity.  4. As the organiser, I have received confirmation from the education facility that the activity is an approved event.  5. When Council staff visit our education facility, a teacher or appropriate supervising adult (other than Council staff) will remain with the group at all times during the visit.  6. If the activity involves a field trip to Council property, there will be at least one teacher or adult supervisor (other than Council staff) for every 8 students for the duration of the trip.  7. The education facility will advise Council's education officer of any special needs for students participating in the activity.  8. The education facility will ensure that the following is provided for all students and supervising adults: a. A first aid kit and appropriately trained first aider (supervising adult/s). b. Hats and other sun protection. c. Appropriate clothing, particularly footwear. d. Insect repellent and other protection.  9. The education facility will contact the education officer to arrange a site visit prior to confirmation of the activity to ensure that all parties are satisfied that any safety issues and details of the planned activity have been addressed. | | | |
| I confirm that I am authorised to complete the booking application on behalf of the education facility named above. | | | |
| I accept the terms and conditions outlined above and agree to be bound by them in relation to the activity. | | | |
| **Signature:** | Click here to enter text. | **Date:** | Click here to enter text. |