

Kings Park School Event Application Form

You will receive an email confirming your booking once we have received this completed form, including your payment details.

Day and date of visit: _____

School name: _____

School address: _____

Suburb: _____ Postcode: _____

School phone: _____

Contact person: _____ Mobile number: _____

Email: _____

Additional teacher(s) attending program: _____

Email(s): _____

Would you like to be added to the quarterly Kings Park Education e-newsletter? Yes No

Event selection

Please select which Kings Park School Event your group will be attending:

<p>Nyoongar Boodja Bunuru</p> <p><input type="checkbox"/> Tuesday 12 March 2018 <input type="checkbox"/> Wednesday 13 March 2018 <input type="checkbox"/> Thursday 14 March 2018</p>
<p>Nyoongar Boodja Makuru</p> <p><input type="checkbox"/> Tuesday 11 June 2018 <input type="checkbox"/> Wednesday 12 June 2018 <input type="checkbox"/> Thursday 13 June 2018</p>
<p>Nyoongar Boodja Kambarang</p> <p><input type="checkbox"/> Tuesday 12 November 2018 <input type="checkbox"/> Wednesday 13 November 2018 <input type="checkbox"/> Thursday 14 November 2018</p>

<p>Djilba Festival</p> <p><input type="checkbox"/> Wednesday 11 September 2018 <input type="checkbox"/> Thursday 12 September 2018</p>
<p>End of Year Big Day Out</p> <p><input type="checkbox"/> Tuesday 10 December 2018 <input type="checkbox"/> Wednesday 11 December 2018 <input type="checkbox"/> Thursday 12 December 2018</p>

Please complete the table below so we know how many classes you have in your group:

	Year level	Number students	Number adults	Program name	Start time
Class 1					
Class 2					
Class 3					
Class 4					
Class 5					
Class 6					

Additional Information

Does your group include any special needs students? Yes No

If yes, please provide details: _____

How did you find out about the programs offered by Kings Park Education?

- Mailout
- Colleague
- Previous visit
- Website
- Other (please specify) _____

Teacher induction

All group visits to [Rio Tinto Naturescape Kings Park](#) require at least one supervisor to [attend an essential site induction](#) before the excursion to complete a site risk assessment. In 2019, inductions run from 4.00 to 6.00 pm in the Kings Park Education Centre on the following Tuesdays: 26 February, 26 March, 30 April, 28 May, 25 June, 30 July, 27 August, 17 September, 29 October and 26 November.

A certificate will be issued on completion of the induction and is valid for two years from date of attendance. Naturescape induction sessions are offered monthly.

Note: As Rio Tinto Naturescape Kings Park has recently undergone a major redevelopment, supervisors are required to attend a new induction, even if they have attended one in the past. Please advise the name(s) of the supervisor(s) and the date they will be attending the induction:

Name of supervisor(s): _____ Date: _____
Name of supervisor(s): _____ Date: _____

Pre-excursion checklist

- I have read the [Excursion Management Plan](#) and agree to the [cancellation policy](#).
- I understand adult to student ratios must match those required for visits to Kings Park.
- I will advise of any changes to this booking after the confirmation has been sent in writing.
- I understand that the invoice will be raised based on the number of students attending. Minor variations will not result in a new invoice unless there is a significant increase or reduction in student numbers or a complete cancellation of a class.
- At least one supervising teacher has a valid certificate to Rio Tinto Naturescape Kings Park.

Photography

I _____ do / do not give permission for an authorised Kings Park Education photographer to take photos of your class(es) for promotional purposes.

Signature: _____ Date: _____

Booking fees

Kings Park Education programs are charged based on the number of students booked into each session. All prices include GST.

- The minimum booking fee for each session is \$175.00.
- Teachers and supervising adults are free of charge.
- Payment can be made by cash or EFTPOS (in person), cheque (payable to Botanic Gardens and Parks Authority), electronic funds transfer or credit card (see payment details).

Number students in each class	Cost per class		Number of classes
1 – 15 students	\$175.00	x	
16 – 20 students	\$200.00	x	
21 – 25 students	\$230.00	x	
26 – 30 students	\$280.00	x	
31 – 32 students	\$300.00	x	
Additional students	\$10.00 (each student)	x	
OFFICE USE ONLY	Total payment amount \$		(GST inclusive)

Payment Details

Kings Park Education will send you a tax invoice with your booking confirmation by email.

If you would like a copy to be sent to the school's financial officer please provide details below.

Financial Officer email: _____

Please pay on receipt of this tax invoice unless you are paying by credit card. Credit card payments will be processed by Kings Park Education after your booking has been confirmed.

You will receive an email confirming your booking once we have received this completed form, including your payment details. Kings Park Education reserves the right to cancel a booking at any time.

Please indicate your preferred payment method below:

- Pay in person or by cheque
- Electronic funds transfer:
BSB: 066 040 Account No: 19800048
Commonwealth Bank
Narration: Booking reference number - as per your confirmation email.
- Credit Card (Visa or Mastercard only)

Name on Credit Card: _____ Signature: _____

Card Number: ____|____|____|____ Expiry: ____/____

Thank you, we look forward to welcoming you at Kings Park Education soon.