

SCHOOL/ORGANISATION			
CONTACT PERSON			
EMAIL			
POSTAL ADDRESS			
PHONE		MOBILE (required)	
PREFERRED TIME & DATE 1 st Preference	DAY		TIME START:
	DATE		TIME FINISH:
PREFERRED TIME & DATE 2 nd Preference	DAY		TIME START:
	DATE		TIME FINISH:
NUMBER OF ATTENDEES Please note Student & Teacher Numbers if Educational Group			
AGE GROUP: Please specify the class year/s & age range of the group for age-appropriate planning.			
Do any of your group have special considerations? Please specify.			
Cancellation Policy: The Gallery must be notified of a cancellation at least 4 days prior to excursion date.			
Conditions of Visit:			
<ul style="list-style-type: none"> Groups must book at least 14 days in advance. Devonport Regional Gallery cannot guarantee that the preferred day or time will be available. Recommended minimum Student: Teacher/Adult Ratios, 5:1 (Kindergarten-Year 3), 10:1 (Years 4-7), 15:1 (Years 8-12) Large groups may be arranged into smaller groups for the duration of the visit due to limited capacity & social distancing. No bags, drinks, food or flash cameras allowed. Cloaking facilities are not available, with option to leave school bags or trolley in Creative Space art room while visiting the gallery. Shared toilet facilities with paranaple art centre available. All bookings are subject to change in line with government restrictions. 			

RETURN COMPLETED FORM TO: artgallery@devonport.tas.gov.au

The Gallery will contact you to organise any further details and confirm your booking.

COLLECTION NOTICE:

Devonport City Council is collecting your personal information so that we can assist you with your enquiry. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent.

By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement, Personal Information Digest and this collection notice.

For more on Council's Privacy Policy go to <https://www.devonport.tas.gov.au/Privacy-Statement/?msclkid=10384fbfbad011ecab1e8ad78b8647>