Sutherland Shire Historical Society Inc

ABN: 17083299572

88 Venetia Street, Sylvania 2224

Website: www.shirehistory.org

Email: shirehistory@gmail.com

Your Organisation /Group:	
Contact Name:	Contact Role:
Email:	Contact Number:
Visit day / time: (please circle preferred) Tuesday afternoon, 1.30-3.30pm, Thursday morning, 10am-12noon Saturday morning, 10am-12 noon.	
Date proposed:	Number of students:

Prices and payment details

Price Options	Admission per child	Total number	Total price
Museum entry	$5.00		
Museum entry for teachers/carers	Free		
Payment required in total either by cash or card on the day of visit or by direct credit prior to the visit: **Account Name: Sutherland Shire Historical Society** **BSB: 641-800** **Account No: 200798393**		**Your preferred method of payment:**	
How did you find out about the Sutherland Shire Museum? Please circle. Word of mouth Brochure Website Advertisement Other (please specify)		Signature Date	By signing this form, I agree to the total charges above.

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TERMS AND CONDITIONS

Welcome to the Sutherland Shire Museum!

To ensure that all our visitors enjoy their time at the Museum, the volunteer staff ask that you assist us by always supervising your students. Please familiarise your group with the following guidelines before coming to the Museum.

Children must be supervised always with a minimum of 1 teacher per 10 primary school students. We welcome larger groups however we request a maximum 15 students in one group at a time to enter the Museum.

Please walk around the Museum, inside and out. Running is not permitted.

Please do not climb the trees or climb or jump on any of the Museum's outside items.

Please show consideration for other visitors by moving quietly around the Museum.

Please use the bins which are provided for the disposal of any rubbish you may have.

Please report any faults or breakages to the volunteer staff.

We recommend that visitors wear flat, non-slippery walking shoes and always assess your own risk.

Persons under the age of 16 must always be under the direct supervision of an adult.

Smoking is not permitted anywhere on Museum premises.

Stay safe and enjoy your visit.

☐ **I have read and agree to the terms and conditions.**

Signature: Date:

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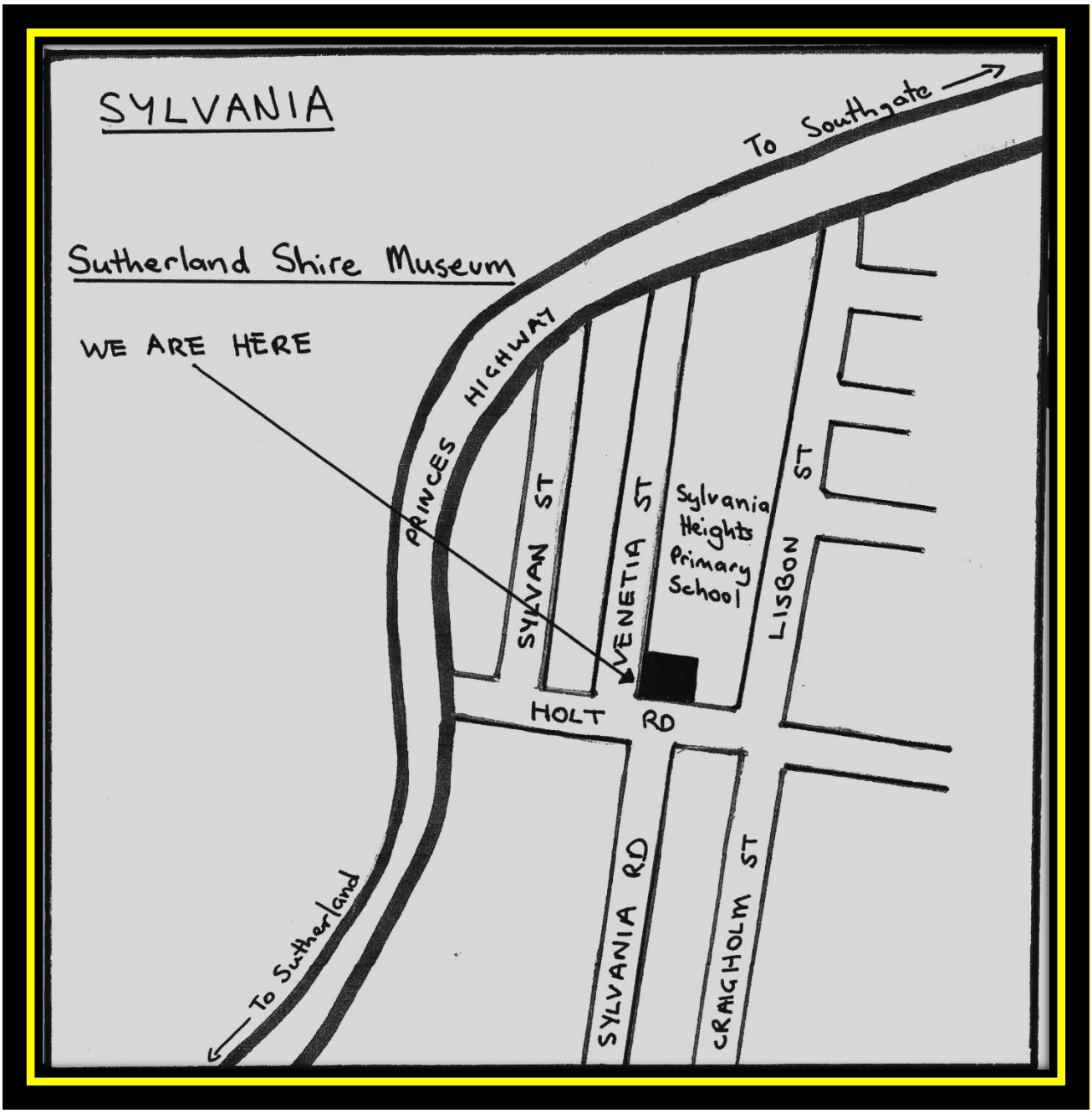

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RISK ASSESSMENT

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Sutherland Shire Museum
Location	88 Venetia St (cnr Holt Rd) Sylvania 2224
Contact Details	Telephone: 0424 600150 Email: shirehistory@gmail.com
Web Address	https://www.shirehistory.org
Insurance	Does the venue have public liability cover? *Yes*

Activity/ Program	Recommended Age group	Potential hazards that may exist at the venue as part of the Activity/ Program	Control Strategies
Self-guided Tours	Primary students	Uneven surface Slopes Inclement weather	Teachers are provided with an 'induction' brief by volunteer staff on arrival.

Other requirements	Recommended fully enclosed flat heeled shoes with non-slip soles be worn by all visitors. Hats and sunscreen are also recommended
Supervision	The teachers and any accompanying adults must always provide full supervision of students.
Emergencies	Are emergency procedures in place at the venue? *Yes*
First Aid/ Medical Emergencies	Are first aid kits available at the venue? *Yes* Is there a first aid room available at the venue? *No* How can emergency service vehicles and personnel access the venue?

	Via Holt Rd to the entrance of the Museum What is the distance to the nearest hospital or other medical facility? *Sutherland Hospital, the Kingsway, Miranda is approx. 4kms from the Sutherland Shire Museum. It has an emergency department.*
Other Factors Relevant to Risk Management	The Sutherland Shire Museum is home to outside artefacts and hands on items. Teacher and accompanying adult must ensure that all children treat these items with respect. It is recommended that all visitors to the Museum wear hats, especially outside.
Child-related Employment	Have all volunteers engaging with students during their visit completed a 'Working with Children' Check? *Yes*