

ACT HISTORIC PLACES LEARNING PROGRAMS TERMS AND CONDITIONS

Rules of Entry

- By making a booking, teachers and organisers agree to comply with ACT Historic Places ("ACTHP") safety and health requirements, including any ACT Government Health or Emergency Services requirements.
- Teachers and supervising adults have the duty care for their group, are responsible for the conduct of participants and should accompany participants at all times on site.
- Accompanying adults must comply with the ratio requirements of the Learning Program as advised by ACTHP.
- ACTHP does not accept responsibility for negligent acts or omissions of visitors or participants.
- Covered shoes and long pants are a requirement for all learning programs.
- Visitors and participants are responsible for the safekeeping and security of their valuables and personal belongings while at ACTHP.
- ACTHP properties and grounds are non-smoking venues.
- Visitors must follow the directions of ACTHP staff.
- ACTHP retain the right to refuse entry to any visitor, patron or participant if these conditions are not followed.

Bookings

- You can change booking numbers up until 14 days prior to your visit.
- Payment is due 14 days prior to your booking. An invoice will be sent to you once your booking has been confirmed.
- Payment can be made by EFTPOS, Bank Transfer or Credit Card.

Cancellations

- Cancellations made within 7 days of your booking will incur the full cost of the program.
- Cancellations made within 2 weeks of your booking will be charged 50% of the total booking and a \$25 administration fee.
- Cancellations made by the school prior to 2 weeks of your booking will be charged a \$25 administration fee.
- Cancellations must be made in writing (to historicplacesbookings@act.gov.au).
- ACT Historic Places will cancel a booking based on ACT Government health requirements or in the event of heavy rain forecast, Severe Weather or Bush Fire Danger warnings.
- In the event that ACT Historic Places cancels a booking, we will endeavour to reschedule your booking to an alternative date. If an alternative date cannot be found, 100% of program costs will be refunded (minus \$25 administration fee).