

Visit Guidelines & Invoice Confirmation for School and Group Excursions

Thank you for choosing Piney Lakes Environmental Education Centre for your outing. To ensure your visit proceeds smoothly, please read the following guidelines and complete the acknowledgement below. This acknowledgement will also be used to generate an invoice for payment of the excursion.

PLEASE ENSURE THAT YOU BRING THIS FORM WITH YOU ON THE DAY OF YOUR VISIT AND HAND IT TO CENTRE STAFF.

The City of Melville provides the following for schools and groups visiting the centre:

- Enthusiastic and qualified staff to present and guide excursions and activities
- Public Liability Cover
- Emergency evacuation procedures

Your responsibilities for safety and supervision are outlined in our Excursion Management Plan which you would have received upon confirmation of your booking.

GROUP LEADERS ARE RESPONSIBLE FOR THE SUPERVISION OF VISITING GROUPS AS PART OF THEIR DUTY OF CARE AND WE ASK THAT YOU ENSURE THAT APPROPRIATE STANDARDS OF SAFETY, PROTECTION AND BEHAVIOUR ARE MAINTAINED AT ALL TIMES. CENTRE STAFF ARE NOT RESPONSIBLE FOR PROVIDING SUPERVISION OF PARTICIPANTS AND THE CITY OF MELVILLE IS NOT RESPONSIBLE FOR THE SAFETY, SECURITY OR HEALTH OF ANY PARTICIPANT.

ACCORDINGLY THE CITY OF MELVILLE AND ITS EMPLOYEES ASSUME NO LIABILITY WHATSOEVER FOR ANY DIRECT OR INDIRECT LOSS, DAMAGE, INJURY, OF WHATSOEVER NATURE ARISING FROM ANY STUDENT OR PARTY IN YOUR GROUP AS A RESULT OF THE USE OF THE PINEY LAKES ENVIRONMENTAL EDUCATION CENTRE. YOU INDEMNIFY THE CITY OF MELVILLE AND AGREE THAT THE CITY, OR ANY OF ITS OFFICERS, WILL NOT BE LIABLE FOR ANY LOSS, DAMAGE, HARM OR INJURY WHICH ANY STUDENT OR PARTY IN YOUR GROUP MAY SUSTAIN AS A RESULT OF THE USE OF PINEY LAKES ENVIRONMENTAL EDUCATION CENTRE, OR ANY ACT INCIDENTAL TO SUCH USE.

BUILDING EVACUATION PROCEDURES

In the unlikely event that you are required to evacuate the building, please follow all directions issued by City of Melville personnel. **Important note:** *The building at Piney Lakes does not possess an evacuation alarm. If evacuation is required, City of Melville personnel will verbally instruct you to do so.*

On being instructed to evacuate:

1. Immediately leave the building through the nearest emergency exit as directed.
2. Move quietly and calmly to the Emergency Assembly Area in the main car park to the north of the building. *Ensure that you have accounted for all students & staff under your supervision.*
3. Remain in the company of your students and await further direction from City of Melville staff.

I ACKNOWLEDGE AND ACCEPT THE ABOVE GUIDELINES

Name of Group Leader/Teacher in charge: Number of Students:

..... School:

Signed:
(Teacher/Person in charge of each group must sign) School address for invoicing:

Date:
.....

Mobile Phone whilst on site: