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|  | **EDUCATION GROUP BOOKING REQUEST**  ***JUST BE YOUR SELFIE INCURSION 2023*** | | | | |
| **IPSWICH ART GALLERY**  **TELEPHONE**  **EMAIL | WEBSITE** | **07 3810 7222**  [info@ipswichartgallery.qld.gov.au](mailto:info@ipswichartgallery.qld.gov.au) | [www.ipswichartgallery.qld.gov.au](http://www.ipswichartgallery.qld.gov.au) | | | | |
| **SCHOOL / GROUP** |  | | | | |
| **MAIN CONTACT** |  | | | | |
| **TEACHER that will be present during incursion** |  | | | | |
| **EMAIL** |  | | | | |
| **SCHOOL ADDRESS** |  | | | | |
| **PHONE** |  | | **MOBILE (required)** |  | |
| **Incursion Venue details**  (eg venue/classroom name, address if it differs from school address) |  | | | | |
|  | | | | |
| **Weekdays, Terms 1 – 4 in 2023**  ***Session recommended duration: 1.5hrs*** | | | | | |
| **PREFERRED DATE & TIME**  1st Preference | DAY |  | *Please State Your Preferred Start Time* | | |
| DATE |  |  | | |
| **PREFERRED DATE & TIME**  2nd Preference | DAY |  | *Please State Your Preferred Start Time* | | |
| DATE |  |  | | |
| **NUMBER OF STUDENTS**  (session limits may apply) |  | | **YEAR LEVEL/AGES**  (Recommended for  Years 1-6.) | |  |
| **NUMBER OF TEACHERS/ACCOMPANYING PARENTS**  Recommended minimum Student: Teacher/Adult Ratios,  5:1 (Kindergarten-Year 3), 10:1 (Years 4-7), 15:1 (Years 8-12) | | |  | | |
|  | | | | | |
| Do any of your students have special needs? Please specify. | | | | | |
|  | | | | | |
| **Cancellation Policy: The Gallery must be notified of a cancellation at least 2 days prior to incursion date.** | | | | | |
| **Conditions of Booking:**   * Groups must book at least 10 days in advance. * Ipswich Art Gallery cannot guarantee that the preferred day or time will be available. * All bookings are subject to change in line with government restrictions. * Adequate supervision by a teacher is provided during the entire incursion. | | | | | |
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| **RETURN COMPLETED FORM TO:** | | | | | |
| **EMAIL** info@ipswichartgallery.qld.gov.au | | | **PHONE** 07 3810 7222 | | |
| **The Gallery will contact you to organise any further details and confirm your booking.** | | | | | |

COLLECTION NOTICE: Ipswich 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 <http://ipswichartgallery.qld.gov.au/privacy-policy>