Museum of Ancient Cultures Education Programs

Terms and Conditions

Conditions of entry to the museum

1. Please be aware that the museum is under 24 hour security camera surveillance.
2. Visitors are encouraged to take photos to record their excursion. No flash photography may be used in the museum or of the artefacts used in programs.
3. Individuals and/or schools may be held responsible for damage to or theft of museum equipment and/or artefacts.
4. No smoking is permitted anywhere, indoors or outdoors.
5. No food or drinks are permitted inside the museum.
6. No knives of any kind, real or toy weapons or other items or substances restricted by law may be brought into the museum.
7. No animals are permitted in the Museum except guide dogs.

Education program conditions

Bookings, confirmation, payment and cancellation

8. The school name and address, year level, program selection, organising teacher’s name and contact number must be provided at the time of booking. You will be contacted via email or phone if more information is required.
9. A booking confirmation will be provided by email once your booking is confirmed.
10. Schools programs are charged at $19.00+GST per student for excursions (ie. visits to the museum) and $24.00+GST per student for incursions (ie. visits to your school by museum staff). Schools will be invoiced by Macquarie University after their visit based on the number of students that attended. Schools have 30 days to pay from the date of the invoice. Individual students in the group are not able to pay separately.
11. Cancellations made within 2 days of your booking and “no shows” will incur the full cost of the booking. Cancellations must be made in writing by email to macbookings@mq.edu.au and you will be provided written confirmation of the cancellation.
12. Programs and activities are subject to availability of Macquarie University staff, teaching space and the time of year.

Supervision

13. At least one supervising teacher must be present for every 30 students.
14. Discipline is not the responsibility of Macquarie University staff. Supervising teachers are expected to supervise students according to their school’s code of conduct.

Excursions to the Museum of Ancient Cultures

15. Schools must arrive at the museum in time to commence the program at 10:00am. If arriving by bus, you should allow 10 minutes for students to walk from the bus drop-off zone to the museum. If arriving by train you should allow 20 minutes for students to walk from the train station to the museum. Maps will be provided when the booking is confirmed.
16. Bags are not permitted inside the museum. They should be neatly stacked in the hallway as directed by museum staff.
17. Students should bring a packed morning tea. They will not have time during the program to use the university dining facilities. They may visit these at the conclusion of the program at the discretion of the organising teacher.
18. Students remaining on campus at the conclusion of the program are the sole responsibility of the organising teacher, not Macquarie University staff.
19. Parking is available for school buses, mini-buses and cars if required. This must be arranged in advance and the license plate(s) provided at least 24 hours prior to your visit.

20. The museum is wheelchair accessible and transport across campus can be provided for students with mobility needs (e.g., if arriving by train). This must be arranged in advance with museum staff.

21. Please note if you arrive late the extra time cannot be added to the end of the program. Some activities will be modified to fit within the remaining time of the session.

**Incursions hosted at your school**

22. A loading area should be provided for museum staff to unload equipment when arriving at the school and when packing up at the end of the program.

23. A parking space for one car should be provided if possible.

24. Students should already be organised into groups of 30 or less (as arranged with museum staff) and be ready to commence at the starting time.

**Risk Assessment**

A risk assessment document is available to assist teachers in planning their education program at the Museum of Ancient Cultures.

25. These conditions are subject to change at any time.