

# School Program Booking Form 2025

Please complete the following details, in relation to your school's wishes for visiting the Old Treasury Building.

<b>SCHOOL INFORMATION</b>		School name:	
Postal address:		Suburb:	Postcode:
School telephone:		School type: <input type="checkbox"/> Government <input type="checkbox"/> Non-Government <input type="checkbox"/> Other:	
<b>TEACHER CONTACT</b>		Name:	Mobile:
Email:		Would you like to join our mailing list: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>VISIT DETAILS</b>		Preferred Date:	Preferred time:
<p><b>Note: Tours cost \$10.00 per student for one hour tour</b> (including time for cloaking and collecting bags).</p> <p>The <b>minimum group size is 10 students</b>, the <b>maximum group size per session is 50</b>. Group sizes less than 10 will be charged \$100 (minimum charge). We request 1 accompanying adult per 12 students for primary/secondary schools, and 1 adult per student for higher needs students. If the number of <b>adults exceeds a ratio of 2:12 adults to students, any additional adults may be charged at the student rate of \$10 per person.</b></p>			
Number of students per session:		Year/Level:	Number of teachers: Other chaperones:
<b>ADDITIONAL INFORMATION</b>		Alternative Dates/Times:	
<p>Please indicate if there are any language difficulties or disabled students in your group and specify their requirements (e.g., wheelchair access, low sensory rooms, etc.). Use this space if there is anything else you wish us to know about your tour preferences.</p>			
<b>LEARNING AREA</b>	<b>LEVELS</b>	<b>PROGRAM</b>	<b>SELECT ONE</b>
Cross Curriculum	3-10	Explore the Old Treasury Building	<input type="checkbox"/>
Civics and Citizenship	3-6	Governance	<input type="checkbox"/>
	7-10	Victorian Democracy	<input type="checkbox"/>
	VCE	Legal Studies	<input type="checkbox"/>
Early Melbourne	5-6	From Colony to State	<input type="checkbox"/>
	9-10	From Colonial Outpost to Capital City	<input type="checkbox"/>
	VCE	Imagining Australia: Port Phillip District 1830-1860	<input type="checkbox"/>
Gold	5-6	The Impact of the Gold Rush	<input type="checkbox"/>
	9-10	The Effects of Gold on Victoria	<input type="checkbox"/>
<p>See Old Treasury's website for further details: <a href="http://www.oldtreasurybuilding.org.au/school-programs/">http://www.oldtreasurybuilding.org.au/school-programs/</a></p>			
<b>BILLING DETAILS</b>		School purchase order number:	
Accounts contact:		Email:	
<p><b>I confirm that I have read the Tour Information and FAQ on the next page and agree to the conditions of entry</b> <input type="checkbox"/></p>			
<p><b>The Old Treasury Building requires 48 hours' notice for cancellations. Cancellations received less than 48 hours prior to the excursion and 'no shows' will incur a charge of the full excursion price.</b></p>			

Please email form to: [bookings@otb.org.au](mailto:bookings@otb.org.au)

Or return form via mail to: Old Treasury Building, 20 Spring Street Melbourne 3000 Victoria. Ph: (03) 9651 2233

Dates and times will be confirmed via email within 3 working days. When you receive this confirmation, please check that all details are correct.

<b>OFFICE USE ONLY</b>	Date received:		FOH Initials:
	Date & method booking confirmed	Recorded Bookings	Invoice number:

## TOUR INFORMATION AND FREQUENTLY ASKED QUESTIONS

1. Due to the size of the rooms in the Old Treasury Building, students will be divided into **groups of approximately 10** with one guide per group.
2. It is important that tours start and finish on time, as museum guides are only available during appointed times. **Should a group arrive late, the museum may shorten or alter your tour.**
3. **The Old Treasury Building requires 48 hours' notice for cancellations. Cancellations received less than 48 hours prior to the excursion and 'no shows' will incur a charge of the full excursion price. Cancellations can be made on (03) 9651 2233 or email [bookings@otb.org.au](mailto:bookings@otb.org.au)**
4. If tour group numbers increase or decrease by 5 or more, please inform the Bookings Officer 3 days prior to your visit. Should the number of students on the day decrease by 5 or more, the tour will be charged at initial booking numbers.
5. The minimum group size is 10 students, the maximum group size per session is 50 for Primary or Secondary students. Group sizes less than 10 will be charged \$100 (minimum charge).
6. Old Treasury requests the following minimum/ maximum adult-student ratios:  
Special needs: 1 adult per student    Primary: 1 adult per 10 students    Secondary: 1 adult per 10 students
7. If the number of accompanying adults exceeds a ratio of 2:12, any adults over this number may be charged at the rate of \$10 per additional adult.
8. Students must be accompanied by one of the Old Treasury Building's guides at all times. Students are only permitted in the building during their allocated tour time.
9. Teachers and accompanying adults must maintain direct supervision of students at all times. Every adult accompanying students is required to be in a supervisory role and must have adequate authority from the school to handle groups. On the tour, students remain under the direct supervision of the accompanying teacher/adult, so it is the responsibility of the teacher/adult to keep the students well behaved and in a safe situation for the entirety of the tour. In the unlikely event that student behaviour is deemed to be unreasonable, unmanageable, or unsafe, the guides will give a warning to the accompanying teacher/adult. If the behaviour persists, the Old Treasury Building reserves the right to end a tour prematurely. Please note adult-student ratios on previous page.
10. Prior to arriving at the Old Treasury Building please ensure that all students and accompanying teachers/adults have been briefed regarding appropriate museum behaviours. This includes no flash photography, no pens and no food or drinks (aside from bottled water). Bags will be stowed in our cloak room prior to the tour. The Old Treasury Building takes no responsibility for belongings stored.
11. There are limited bathroom facilities located in the Old Treasury Building. We recommend the use of the public toilets at the Treasury Gardens located nearby.
12. There are no lunchroom facilities at the Old Treasury Building.
13. It may be necessary to exclude an area of the museum. If this is the case, you will be informed prior to your tour.