

TERTIARY RESIDENTIAL PROGRAM OUTLINE

The Boyd Education Centre Riversdale is available for bookings from Tertiary Education groups. Groups are accommodated in the award winning Arthur & Yvonne Boyd Education Centre, designed by architect Glenn Murcutt in association with Wendy Lewin and Reg Lark. The minimum number a booking can be made for is a group of **16** and a **maximum of 38 guests** can be accommodated. Groups of up to **32** can be accommodated in the Education Centre, with overflow for 6 in a nearby building. The maximum number for the accommodation is 38 with all beds in 4 bed share rooms used. Groups should consult the room layout diagram before determining total group numbers. The Education Centre accommodation comprises 8 rooms sleeping four, or can be divided into 16 twin rooms. Bathroom facilities are shared. We provide a fitted sheet, pillow and pillow case. Visitors must bring their own top sheet and or sleeping bag and towel.

Catering

Catering includes breakfast, morning tea, lunch, afternoon tea, dinner with fresh fruit available throughout the day. Housekeepers assist with breakfasts and lunches and an external caterer attends each evening to prepare the meal.

Staffing

Our Educational programs are supported by our qualified and experienced Education Officers. On arrival at Riversdale an Education staff member will conduct a site induction with your group and explain the procedures of staying at the Education Centre. Bundanon Staff members are on site from approximately 8.30am - 5.00pm, Monday to Friday. Bundanon Trust staff members do not live on site.

BOOKING INFORMATION

DEPOSIT

A booked group will be invoiced for a **minimum of 16 persons**.

A non-refundable deposit of **\$1000** is required to secure a booking for weekday visits.

A non-refundable deposit of **\$2000** is required to secure a booking for visits incorporating a **weekend** day.

This is due to the high demand for weekend bookings.

A *Tentative Booking* email is sent to confirm dates. The deposit is to be received within **four weeks** following the receipt by email of the deposit invoice. Invoices are emailed as .pdf documents from our accounts department. Tentative bookings will automatically lapse after the four week period if the deposit has not been paid. The deposit, once paid, will confirm your booking. The deposit will be deducted from the final account. If the booking is cancelled, the Deposit is retained.

You will need to download and read all the forms for **current** information, at:

<http://www.bundanon.com.au/tertiary>

CONFIRMATION OF NUMBERS

Final numbers must be confirmed **7 days** prior to commencement of visit. This number will be invoiced at the conclusion of the visit.

PUBLIC HOLIDAYS

Please note that a **20% surcharge** per person applies to any booking incorporating a public holiday. This is due to extra costs associated with staff and catering. At certain times of the year, Bundanon Trust can negotiate rates.

Rates for 2012	\$155 per person per night Weekdays fully catered with education program
	\$186 per person per night Public Holidays fully catered with education program

If circumstances beyond our control arise, Bundanon Trust reserves the right to amend, cancel or postpone any booking.

SAFETY AND RISK MANAGEMENT

Bundanon Trust has a detailed and comprehensive Risk Management Policy. This policy complies with, and is based on, the NSW Department of Education and Training guidelines. Visiting tertiary groups need to be aware of safety information which can be downloaded from the website and may choose to use this form also. The Risk Management Policy needs to be read and signed by both the Principal or Head of School and the Designated Visit Coordinator and the last page sent to Bundanon Trust before the visit. Groups also need to complete a guest registration form which may be faxed to Bundanon prior to the visit (02) 4422 7190.

Shoes

Visitors need to bring a pair of sensible, covered toe shoes suitable for bushwalking to participate in workshops and walks. Thongs are **not** to be worn around the property.

ARRIVAL, DEPARTURE AND ACCESS

There are two separate properties which are used for our Education programs.

Bundanon is the location of the Homestead, Arthur Boyd's studio, the Artist-in-Residence complex and the Study Centre.

Riversdale is the location of the Boyd Education Centre and accommodation.

On the final day, groups must vacate rooms by **9.00am** and leave the property by **1.00pm**.

TRANSPORT

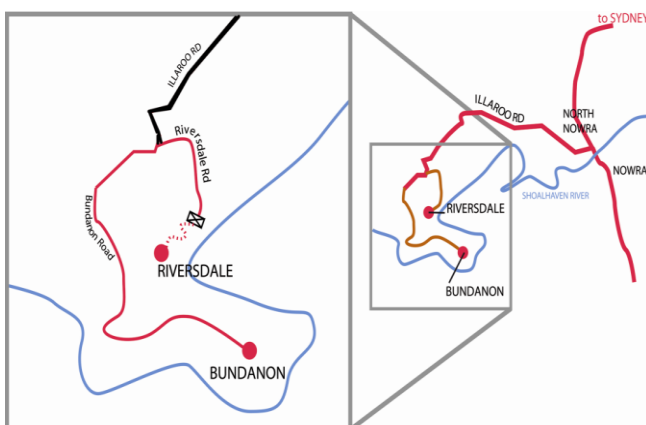
Groups visiting Bundanon Trust must organise their own transport. There is no public transport which accesses the Bundanon Trust. Please remember to book your bus for the transfer from Bundanon to Riversdale. The nearest train station is Bomaderry, approximately 30km from Bundanon. Due to the distance between our two properties, logistics for travel need to be worked out carefully with your transport company.

Group residential visits usually begin at Bundanon which is accessible by coach. Transfer from the Bundanon property to the Riversdale property is a 20-25 minute drive. The group must organise this with their transport provider. The coach needs to remain at the Bundanon property on the first day and then transfer students at the end of their program for Day 1.

A public car park is available for tertiary/adult visitors wishing to bring their own vehicles. Car pooling is recommended for the road to Bundanon.

Both Bundanon and Riversdale properties are accessible by large coaches.

MAP and TRANSPORT



Stuarts Coaches are a local bus company who are very familiar with both the Riversdale and Bundanon properties. They will pick up and return groups from Sydney and regional areas. Should you choose to use their services, please contact them directly on:

Stuarts Coaches
T 02 4421 0332
F 02 4421 3533
E stuttravel@shoal.net.au



See website for directions to properties