

BUNDANON LEARNING PROGRAMS - TERMS, CONDITIONS and PRICES 2025

1. PREAMBLE

- This document relates to all Bundanon Learning events during 2025. Learning events are events where learning packages and programs are delivered by the Learning team.
- All bookings are subject to availability, payment of the deposit and balance and the cancellation policy.
- All learning bookings are priced in packages.
- Bookings can be made for a minimum of 20 people. You may bring less than 20 people, but you will be invoiced for the minimum booking of 20 people. All people in attendance, including group leaders and teachers, are counted in the group size and charged the same package price, except for auxiliary support staff such as bus drivers and nurses.
- All groups and attendees engaged in learning events must agree to the information and comply with instructions and conditions outlined in the key documentation related to the event booking, including:
 - The Bundanon Learn Handbook 2025
 - Bundanon School Risk Plan 2025
 - The School Visitor Infectious Disease Safety Plan 2025
 - This Terms and Conditions Document.
- Allocation of classroom / studio and accommodation bookings for learning events will depend on availability and group total numbers, is subject to change and is at the discretion of Bundanon. Bundanon will allocate the appropriate building for your visit and will advise you in advance of your visit if your building allocation has changed.

2. BOOKING PROCESS (finance and compliance)

The following steps are used to process your booking.

Step 1 – HOLD BOOKING

- Bundanon Trust will place a HOLD on prospective booking dates to allow the organiser to check dates with school administration. The hold is for the dates, not a specific building or outdoor learning area. The key contact for the booking will receive an email noting the dates of the hold. The email will include key documentation related to your event.

Step 2 –DEPOSITS

- A deposit invoice will be issued either at booking confirmation, or at a later date for events beyond the end of the next calendar year.
- The deposit is non-refundable but is transferrable if you postpone and rebook your event.
 - Deposit for any residential learning booking is \$2000
 - Deposit for any day-visit learning booking is 80% of expected fees
- Payment of the Deposit is required to confirm your booking dates (not which building you will be in).
- The deposit will be paid within 14 days by direct deposit or Credit Card, payment details will be included on the invoice.

Step 3 –CONFIRMED BOOKING

- The booking is considered CONFIRMED only when full payment of the DEPOSIT has been received.

Step 4 – BOOKING INTERVIEW

- Group leaders and teachers must undertake a booking interview with a Bundanon learning officer no later than six weeks prior to the confirmed event start date. See ‘How to book a learning event’ in the Learn Handbook.
- Information provided in this interview about learning needs and program requirements should be as detailed and accurate as possible. This information informs program selection, staffing and staff communication and resource management for your visit. Short notice changes may not be possible to accommodate or may incur additional charges (depending on the nature of the change).

Step 5 – REGISTRATION PROCESS

- Mandatory registration processes are outlined in the registration sections of Bundanon Learn Handbook.
- Declaring agreement with key documentation is a condition of each event. This is declaration is via signed form on the day (for day visits) and via tick boxes on the online registration portal. For more information see the ‘registration’ sections of the Learn Handbook.
- Minimum time frames for registration (for residential visits)
 - Bundanon will email the main contact for the event an excel registration form and a link to the online registration portal at least 4 weeks prior to the visit start date. The excel registration form will name and so confirm the building your group has been allocated.
 - No later than 14 days prior to the visit, the group leader or teacher must provide the completed Bundanon excel registration form that accurately records the names, dietary and learning needs of all attendees. This registration form will only be accepted via uploading to the online Registration Portal; emailed forms will not be processed or accepted by Bundanon.
 - For school clients, visits scheduled for the first two weeks of term 1 must have their registration portal completed before the end of Term 4 the previous year.
 - Failing to submit registration forms to the online portal before these deadlines indicates your group’s non-intention to attend and this will be treated as a cancellation requested by you (see cancellation policy below).

• Step 6 – BALANCE INVOICE

- A balance Invoice (i.e., the total cost of the visit, less the deposit paid) will be calculated based on the final numbers attending.
- Balance invoice will include charges additional to the expected cost of the learning package for attendees if:
 - The event is attended by less than 20 people, you will be charged as if 20 people attended; 20 is the minimum group size.
 - The actual number of attendees is significantly less than the number expected (as communicated in the registration form for residential visits or email communications for day visits), then the number of attendees originally communicated will be charged. This will happen if the expected numbers drop by 20 percent, or more, of the originally declared group size.
 - There are any damages incurred to Bundanon property from your visit.

- There are postage costs greater than \$50 associated with returning items to you, after your visit.
- All payments are subject to the Cancellation Clause 3 following.

3. CANCELLATION POLICY

The following cancellation charges will apply:

- With less than 14 days' notice of cancellation, full payment of the balance invoice must be made (in this case the balance invoice will be calculated on your registration form or booking correspondence, whichever is most recent).
- Non-compliance with the minimum time frames for residential registration outlined in this document will be understood as a cancellation request (by you), with less than 14-days notice. This will result in Bundanon cancelling your event and issuing you the full the balance invoice for payment.
- Bundanon Trust reserves the right to cancel any booking if there is risk of harm to any persons or property due to environmental weather or access conditions. Bundanon will reschedule the visit or refund monies accordingly. In this circumstance the Deposit may be transferred to another booking.
- Bundanon Trust reserves the right to terminate a booking if customer behaviour poses a risk to people or property. As event termination occurs 'during event', the 14-day cancellation policy (outlined above) applies.
- Bundanon Trust reserves the right to decline a booking.

4. TRANSPORT AND PARKING

- Transport arrangements are the sole responsibility of the customer, except when the Learning Manager or School Liaison Officer confirms inclusion of transport as part of a philanthropically supported event.
- Due to the remote location of the Bundanon properties, residential learning groups may wish to consider bringing a private transport vehicle (e.g., a group leader's car) in addition to bus transport, so they can access local services at their own discretion during their visit.

5. ACCOMMODATION

- Learning events are accommodated in the Boyd Education Centre and/or The Bridge accommodation.
- Allocation of accommodation building: may change before event start date, is at Bundanon's discretion, and will depend on availability and group size. For full details please refer to the 'Accommodation' and 'studios and classrooms' section of the Learn Handbook.
- Your group will have exclusive access to your allocated accommodation building. (See School Visitor Infectious Disease Safety Plan for details)
- There may be another group booked at the same time, in another accommodation block. (See School Visitor Infectious Disease Safety Plan for details)
- Public may be on site during your visit but will not have access to your booked building. (See School Visitor Infectious Disease Safety Plan for details)

6. LEARNING PACKAGE PRICES 2025 (INCLUSIONS ARE OUTLINED IN THE BUNDANON LEARNING HANDBOOK)

- Learning package pricing only applies when the group booking engages in Bundanon's learning programs, otherwise Bundanon's commercial fees will apply (please contact Bundanon for more information on commercial fees).
- Bundanon does not charge GST (Goods and Services Tax) on any component of learning packages. As a Commonwealth company, Bundanon does not charge GST on any component of the school's program. You cannot use a Bundanon invoice to claim GST, even for the food component.
- Inclusions for each package are outlined in the Bundanon Learn Handbook:
 - Day-visit package - \$25 per person.
 - Residential packages:
 - One-night package - \$210 per person
 - Two-night package - \$400 per person
 - Three-night package - \$585 per person
 - Additional nights are \$195 per person
 - Auxiliary support staff (e.g., Bus driver, nurse) - \$135 per night
 - Additional costs for items not included in the standard packages will attract an extra fee. Additional fees will be calculated via the booking interview when the agenda is agreed.

7. PROPERTY CONDITIONS

- Bundanon properties will be provided in the best condition possible during the booking period.
- Seasonal variations and weather may influence the condition of the properties and related safety issues for learning programs. Bundanon reserves the right to alter or cancel events in response to weather conditions (see also cancellation policy in this document).
- Maintenance and building restoration work occur from time to time to the buildings and environment. Bundanon will forewarn of this activity wherever possible.
- Vehicles can access the site (please refer to 'locations and maps' and 'transport and travel time' sections of the Handbook). Vehicles remaining on site overnight must be parked in the designated parking areas at owners' risk.
- It is the group leader's or teacher's responsibility to learn about site-specific risks and mediation of these risks in advance of the visit by reading and understanding the information and advice provided throughout the key documents (defined on page one of this terms and conditions document). Bundanon will answer any questions arising from this reading and provide updates to changed risks in a timely manner.

8. DAMAGE & LIABILITY

- The buildings and grounds must be left in the condition in which they were provided.
- You will be invoiced by Bundanon for any damage during your visit to grounds, artworks, buildings, property or additional deep cleaning required due to negligence or use of prohibited art supplies and chemicals.