

COWRA REGIONAL ART GALLERY

Bus or Group Booking Form

Cowra Regional Art Gallery 77 Darling Street Cowra NSW 2794
Return to fax no. (02) 63402191 or email cowraartgallery@cowra.nsw.gov.au

Contact details:

Title (please circle): Mr / Mrs / Miss / Ms Date: _____

Contact Name: _____ Contact Surname: _____

Group/Organisation: _____

Postal address: _____

Town: _____ State: _____ PCode: _____

Contact Phone: _____

Contact Mobile: _____

Contact Fax: _____

Contact Email: _____

Excursion details:

Date of visit: _____

Arrival: _____

Departure: _____

Ave. age of group: _____

No. Participants: _____

Booking Type: Self Guided Visit: _____ Staff Guided Visit: _____

Focus of Visit: _____

Entry Fee : Free Admission however a donation is appreciated

I/we acknowledge and understand the information provided in the **Group Resource** and agree to the terms and conditions of the Cowra Regional Art Gallery's code of conduct.

Signature: _____ Date: _____

Group Booking Resource

General Information Guide

Cowra Regional Art Gallery has designed the Group Resource guide to help groups prepare for their visit to the Gallery. We understand that for many visitors this might be their first visit to an art gallery and we want this to be an enjoyable, enlightening and memorable experience for them. Please read the following information in preparation for your visit and do not hesitate to contact the Gallery if you require any further information.

1. GALLERY CODE OF CONDUCT

Please ensure that members of group are aware of the following Code of Conduct prior to coming to the Gallery.

- ***GROUP LEADERS***

A supervising group leader must accompany the group throughout the visit. Unlike museums artworks are often on open display. Whilst staff members are trained in managing groups it is the group leader's responsibility to oversee the group visit as required.

- ***DO NOT TOUCH ARTWORKS***

Discuss the 'no touch' rule. Why can't we touch art? The Gallery has a responsibility to protect the art works under its care during an exhibition and touching not causes dirt and natural oils from a person's hand to damage the art it may also cause irreversible damage. Understanding the uniqueness and fragility of an artwork is important and this is why we ask visitors to take care not to touch artworks. It is a good idea to remain at least one metre away from the art works when visiting the Gallery.

- ***NO FOOD OR DRINK***

Food and drink and chewing gum are not allowed in the Gallery.

- ***NO PHOTOGRAPHY***

No photography by the general public is allowed in the Gallery. This includes photography of artworks and general interior Gallery shots. The Gallery is obliged to implement this regulation so as not to infringe strict copyright rules pertaining to works of art.

- ***ACCEPTABLE BEHAVIOUR***

Many people think you have to whisper in a Gallery, this is not true. However the Gallery is a public building and it can be disturbing for other visitors if groups are shouting and making lots of noise. We do not allow running in the Gallery for both the safety of the artworks and the safety of visitors themselves.

2. EMERGENCY EVACUATION

Gallery staff will be on duty during the period of your visit.

- i) When the evacuation alarm is sounded the group leader should keep their group together and follow the instructions of a Gallery staff member. All groups will be evacuated by the safest possible exit to a nominated assembly area. This is the responsibility of, and is managed by, Gallery staff. It is the group's responsibility to respond to the instructions of Gallery staff.
- ii) Government owned buildings and premises such as the Gallery are insured by Risk Cover and therefore comply with the Public Liability insurance requirements.

3. ON THE DAY

Allow sufficient travelling time as tours are scheduled for specific time slots with staff members. If a group arrives late it will probably still have to finish at the scheduled time. This cuts down the effectiveness of the tour, the number of art works the group will be able to view and may curtail the art activity.

4. PARKING

There are new temporary parking areas on either side of Darling Street (near the Peace Bell), for coaches to unload groups and collect groups from the Gallery. There is also ample parking for cars and small coaches in the parking area next to the Gallery.

5. ACCESSIBILITY

Cowra Regional Art Gallery is fully accessible for all visitors, with wheelchair access to the building, and disabled toilet.

6. ON ARRIVAL

Upon arrival, the Group Leader should report to the Gallery reception desk, inside the Gallery entrance, to register your group and make payments if required.

7. BAG CHECK & CLOAKING

It is advisable for visitors travelling in groups to leave large carry bags at their temporary accommodation or on the bus. Group leaders must ensure that group members have all they need with them (including medication) before they enter the Gallery.

8. MEALS SPACE

The Gallery does not have any allocated space for meals or drinks, however, there is limited seating at the Gallery entrance.

9. PRE-VISIT PREPARATION

In general we recommend group leaders become familiar with the Gallery location and exhibition activities. Please see the Gallery website: www.cowraartgallery.com.au or contact the Gallery on (02) 63402190 at least 2 weeks prior to your visit for information to be sent to you if required.

This guide is only an outline for a group visit and will vary from group to group. Hopefully it will enable groups to derive the most out of a meaningful and exciting visit to the Cowra Regional Art Gallery.

Enjoy Your Visit!

**Brian Langer
Gallery Director**