

Template for Excursion Providers

Name of your organisation	Subiaco Arts Centre
Location/Contact Details	
Physical Address	180 Hamersley Road, Subiaco Perth WA 6008
Phone Number	08) 9380 3000
Fax Number	(08) 9380 3030
Email Address	sleal@sac.aegogdenperth.com.au
Website Address	www.subiacoartscentre.com.au
Contact Person	Sarita Leal, Assistant Manager
Purpose of the Excursion	
<ul style="list-style-type: none"> Describe the educational value of the activities that you provide. 	
<p>Subiaco Arts Centre is recognised as one of Perth's finest venues, hosting a variety of performances. Subiaco Arts Centre is the home of resident company Barking Gecko Theatre Company.</p>	
Environment	
<ul style="list-style-type: none"> Describe your venue. If you provide accommodation, describe the facilities. Describe any facilities for students with disabilities. 	
<p>The Subiaco Arts Centre is situated in Subiaco Theatre Gardens between Hamersley Road and Bagot Road in Subiaco. The grounds surrounding the centre may be appropriate for school groups to use for lunch/snack breaks however please note there are <u>a number of unfenced ponds and water features</u> within the grounds.</p>	

The Subiaco Arts Centre is a three floor facility including:

- Main Auditorium seating up to 305 people;
- Studio Performance Space seating up to 119 people; and
- Rehearsal Room, Gallery and two multipurpose rooms, one of which is suitable for art classes.

Access to the building is either via a ramp on the Bagot Road side of the building entering on the 1st floor or through the ground floor entrances on either side of the building. There are internal stairs and a lift which provides access to all floors. Wheelchair access is available to the Main Auditorium and Studio via arrangement. Please notify the booking agent of any accessibility requirements.

Transport

- Where transport is the responsibility of the school, describe the parking facilities for cars and/or buses.
- If you provide any transport, provide details.

Transport arrangements are the responsibility of the school.

The City of Subiaco provides free bus parking on the north side of the driveway entering the Arts Centre Gardens car park (entry from Bagot Road). Please note that there is no bus parking on Hamersley Road.

A public car park is located adjacent to the Subiaco Arts Centre, with 3 ACROD bays available. Please contact the City of Subiaco for details.

For specific information on availability and location of additional bus and car parking please contact the City of Subiaco.

For public transport options contact Transperth www.transperth.wa.gov.au

Students' Capacity

- Describe the activities in which students will participate.
- Describe the age group(s) for which the activities are suitable.
- If relevant, describe any particular skills required by students.

Subiaco Arts Centre is a venue hosting a variety of performances. It is suitable for students from

Kindergarten to Year 12.

Please contact the presenting organisation for information specific to the activities being presented.

Please advise if you have any students with special needs so we can attempt to maximize the benefit of their visit.

Supervisor/Supervisory Team

- Indicate whether you/your staff are available to assist in the supervision of students.

It is the responsibility of the school to develop a supervisory team that meets their specific requirements in line with the recommendations for supervision outlined in this document.

The school supervisory team must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary.

Subiaco Arts Centre staff will not undertake any role(s) in a supervisory context.

Please be aware that members of the general public may be attending a performance at the same time as your school and we would appreciate your students demonstrating responsible behaviour to ensure an enjoyable experience for all.

External Provider Information

- Detail you/your staff's current accreditation and qualifications.
- Detail you/your staff's relevant clearances.
- Provide details of your current level of public liability insurance.

The Subiaco Arts Centre is managed by AEG Ogden (Perth) Pty Ltd Venue Manager for the Perth Theatre Trust Venues.

Clearances:

AEG Ogden staff are required to hold a current police clearance at the time of employment.

Public Liability Insurance:

Insurer: Chambers Gallop McMahon Pty Ltd

Amount: \$50,000,000

Please email info@sac.aegogdenperth.com.au for a copy of the Certificate of Currency

Supervision Strategies

- Provide details of your recommended student/supervisor ratio(s).
- Provide details of any recommendations regarding strategies for supervision.

The development of appropriate supervision strategies is the responsibility of individual schools. The school supervisory team must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary.

School groups will be seated together where possible to assist with supervision. It is recommended that school supervisory team members are seated amongst students to facilitate ease of supervision.

Please be aware that members of the general public may be attending a performance at the same time as your school and we would appreciate your students demonstrating responsible behaviour to ensure an enjoyable experience for all.

If attending a performance, please contact the presenting organisation for their recommended supervisory ratio.

If one is not available, or the school is the hirer of the venue, Subiaco Arts Centre requires school supervisory teams consist of no less than:

- Yrs K – 3 1 adult to 10 students
- Yr 4 – 7 1 adult to 12 students
- Yr 8 – 12 1 adult to 15 students

with a minimum of 2 supervisors per 32 students.

The recommended ratios may vary according to the needs of your students. Please feel free to discuss supervision requirements with us.

Identification of Excursion Participants
<ul style="list-style-type: none"> • Provide details of any recommendations for the identification of excursion participants.
<p>This is the responsibility of individual schools.</p> <p>Subiaco Arts Centre recommends that all students wear the school uniform. For activities outside school hours the school should make provision for a system that can easily identify students such as badges or wristbands.</p>
Communication Strategies
<ul style="list-style-type: none"> • Describe any modes of communication that you make available for use by schools. • Provide details of any recommendations regarding strategies for communication.
<p>Communication strategies between students and school supervisory team are the responsibility of the school. Please ensure everyone recognises the communication strategies.</p> <p>School supervisory teams are encouraged to provide a mobile phone that they can be contacted on and use to call out during their visit, and are asked to ensure that this number is fully functional in all locations throughout the venue. <u>Please note, mobile phones are required to be turned to silent during performances.</u></p> <p>School supervisory teams may access an external telephone line to call out if required during an excursion.</p> <p>In addition, should the school need to contact the supervisory team during an excursion they may do so by contacting the Front of House Manager on (08) 9380 3000. The Front of House Manager will then endeavour to forward any messages to the supervisory team if the event permits.</p>
Emergency Response Plan
<ul style="list-style-type: none"> • Where available, describe or provide a link to your emergency response plan.

Schools will have their own Emergency Response Plan pertaining to the particular needs of their students.

Subiaco Arts Centre has an extensive Emergency Response Plan in place including a PA system and audible fire alarms. Please note that this document is not publicly available. Please contact the venue for further information if required.

In the event of a site emergency, school supervisory teams are responsible for the managing the movement of students under the direction of venue staff. School supervisory teams are strongly recommended to meet identified supervision requirements to further support these procedures.

It is suggested that school staff have access to a list of names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors

Briefing Students and Supervisors

- If relevant, provide details of information that you/your staff will be presenting to students and/or supervisors at or prior to the commencement of the excursion.

For schools attending performances at this venue:

School supervisory teams are asked to use the information below in *Other Relevant Details* to brief students on expectations in addition to those outlined by the presenting organisation.

For schools hiring this venue:

A pre-event briefing will be conducted by Subiaco Arts Centre staff, specific to the relevant procedures for all events where stage access is required.

Other Relevant Details

- Provide any other information to support schools in their excursion planning.

The following guidelines will ensure a safe and comfortable environment for students and other members of the audience;

- Large bags must be cloaked before entrance to the theatre.
- Owing to technical interference and Occupational Health and Safety requirements for technicians, student mobile phones must be turned off during performances. School Supervisory Teams are responsible for monitoring this requirement.

Please be aware that members of the general public may be attending a performance at the same time as your school and we would appreciate your students demonstrating responsible behaviour to ensure an enjoyable experience for all.

- Students must refrain from talking during a performance.
- Student must remain in allocated seating under the supervision school supervisory team at all times.

Please note a lockout may apply to some performances. Please check with the booking agent at the time of ticket purchase.

This information is valid until 31 January 2011

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