

## CONFIRMATION OF SCHOOL VISIT - DUNEDIN BOTANIC GARDEN

at...

Modules:

### HEALTH & SAFETY REQUIREMENTS

Attached are the Health & Safety guidelines you are required to follow.

A botanic garden staff member will meet your group at Information Centre to give a short talk.

This talk is a compulsory part of your visit.

### BUSES

In the upper botanic garden please make sure the bus parks directly outside the ADMINISTRATION BUILDING (bottom end of carpark) to drop off/pick up students. Do not use the carpark as it is unsafe for large numbers of children and a bus.

### HIRE CHARGE

\$10.00 per kit. Payable immediately on booking. Cheque to '**Friends of Dunedin Botanic Garden**'. Please return the cheque in the envelope provided. See the next section about a separate bond.

### COLLECTION AND RETURN OF KITS

Available for collection on ..... at.....

A \$40.00 bond is payable when the kit(s) is uplifted. Cash or cheque. Refunded when the kit(s) is returned intact to the information centre, at the end of the visit.

The information centre is near the duck pond. Open 10.00am to 4.00pm daily.

### COLLECTION OF ADDITIONAL MATERIALS

**Flower Power:** flowers will be available from the info centre at.....

Note the module is available only between October and April.

**Maori Uses of Native Plants:** kit will be available at Information Centre flax from outside the admin building near the carpark in the upper botanic garden at  
**Please return flax to this same location at the end of the visit for disposal.**

### EVALUATION FORMS

Please complete the attached evaluation forms and return them with the kit(s) at the end of the visit – thank you!

# TEACHERS MUST BRING

Bring photocopies of worksheets for your students. They are available from [www.dunedin.govt.nz](http://www.dunedin.govt.nz), (key words city sites, botanic garden, education kits). Please note that students will also need to bring their own pens. About 20 clipboards are available.

## CANCELLATION OR AMENDMENTS

If any changes *need* to be made to the arrangements, or you need to cancel the visit, please contact Customer Services 474-4000

If notice of cancellation is **less than 48 hours** a fee of \$ ..... may apply.

### CANCELLATION DUE TO BAD WEATHER

Please advise Customer Services 474-4000 by 8.30am on the morning of visit if you need to cancel at late notice due to bad weather.

***Please give as much notice as possible to avoid unnecessary preparation by botanic garden staff.***

For any queries do not hesitate to contact Customer Services on telephone 474-4000 or on [botanic@dcc.govt.nz](mailto:botanic@dcc.govt.nz).

Have a safe, enjoyable and educational visit to the botanic garden.