

# COWRA REGIONAL ART GALLERY

## Group Booking

Cowra Regional Art Gallery 77 Darling Street Cowra NSW 2794  
Return to fax no. (02) 63402191 or email [cowraartgallery@cowra.nsw.gov.au](mailto: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: \_\_\_\_\_ P Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

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: \_\_\_\_\_

Special needs: eg  
Access to public  
meeting room if  
available

Entry Fee : Admission is free however a donation per person is gratefully 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.

### **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 to actively monitor group behaviour.**

Unlike museums, artworks are on open display. Whilst staff members are trained in managing groups it is the group leader's responsibility to oversee general behaviour and to intervene when necessary.

- ***DO NOT TOUCH ARTWORKS***

Discuss the 'no touch' rule. Why can't we touch art? Touching causes dirt and natural oils from a person's hand to damage the art. Understanding the uniqueness and fragility of the artworks and why visitors must take care not to touch should be discussed with the group prior to their visit. Groups should remain at least one metre away from the art works.

- ***NO FOOD OR DRINK***

Food and drink and chewing gum are not allowed in the Gallery. As well as direct damage, vermin prove a constant hazard to artworks.

- ***NO PHOTOGRAPHY***

No photography by the general public is allowed in the Gallery. This includes photography of artworks. The Gallery is obliged to implement this regulation so as not to infringe strict copyright rules pertaining to works of art. NOTE: General social media interior photography is allowed in some circumstances – please check with Gallery staff

- ***NO SHOUTING OR RUNNING***

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.

### **EMERGENCY EVACUATION AND FIRST AID**

- Gallery staff will be on duty during the period of your visit.
- When the evacuation alarm is sounded the group leader should keep their group together and follow the instructions of the staff member on duty. 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.
- Government owned buildings and premises such as the Gallery are insured by Risk Cover and therefore comply with the Public Liability insurance requirements.

## **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.

## **PARKING**

There is now new temporary parking areas on 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.

## **ACCESSIBILITY**

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

## **ON ARRIVAL**

Upon arrival, please report to the Reception desk, situated at the Gallery entrance, to register your group and make payments if required. A staff member will meet your group there.

## **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.

## **GALLERY OUTDOOR SEATING**

The Gallery has limited outdoor seating at the main entrance.

## **PRE-VISIT PREPARATION**

In general we recommend group leaders become familiar with the Gallery location, facilities and exhibition activities at least 2 weeks prior to your visit. Please see the Gallery website: [www.cowraartgallery.com.au](http://www.cowraartgallery.com.au) for more information.

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**