

HOW TO ORGANISE A SCHOOL VISIT:

We would love to have your school visit us very soon, and to help us do this we just need a couple of things to help us make your visit run smooth.

- Complete the ***School Visit Booking Form*** and return it to:
Jacinta Hannon
Adelaide Central Market Management
P: (08) 8203 7494 F: (08) 8211 7322
E: j.hannon@adelaidecitycouncil.com
- We will confirm your visit by contacting you within 48 hours of receiving your booking form.

HOW TO GET THE BEST EXPERIENCE OUT OF YOUR VISIT

- Schedule your school visit on a Tuesday, Wednesday or Thursday. Friday's are not permitted for school visits as Market trade is extremely busy and we don't want your experience at the Market to be rushed. Our stallholders enjoy educating students and talking to them about the products in their stall, and on the suggested days they will be able to give your group the attention and answers that you are looking for.
- Download a Map (<http://www.adelaidecentralmarket.com.au/search-the-market/market-map>) to help you navigate your way around the Market during your visit.
- Teachers and Guardians are responsible for the safety and behaviour of their group of students.
- We ask that at least 1 teacher or guardian for every 6 children to be allocated to the group, to ensure the safety of the students and to allow for adequate supervision. Ensure that your group is split up accordingly around the Market to allow for easy access.
- We ask that that you ensure your group does not obstruct our stallholders display / stands and to allow other customers to continue shopping.
- Use our 'Central Market Quiz' to help you really understand the Market.
- Central Market Management are not responsible for conducting school tours of the Market, but recommend the following Tour provider to support your school visit (*charges apply*):
 - Top Food & Wine Tours: 8386 0888 or 0412 268 829 www.topfoodandwinetours.com.au
- Central Market Management is not responsible for providing food tastings on your visit, but we recommend you contact the stallholders and arrange this prior to your visit. Our stallholders details are available via <http://www.adelaidecentralmarket.com.au/search-the-market/our-stallholders>
- For more information call Adelaide Central Market Management Monday – Friday between 9am – 5.30pm on (08) 8203 7494.



SCHOOL VISIT BOOKING FORM

TODAY'S DATE: / /

SCHOOL DETAILS	
NAME OF SCHOOL:	
ADDRESS:	
CONTACT NUMBER:	
VISIT ORGANISER'S NAME:	
VISIT ORGANISER'S NO:	

VISIT DETAILS:			
PROPOSED VISIT DAY:	<input type="checkbox"/> TUESDAY	<input type="checkbox"/> WEDNESDAY	<input type="checkbox"/> THURSDAY
PROPOSED VISIT DATE:	/ /	/ /	/ /
TIME OF ARRIVAL:	(am / pm)	(am / pm)	(am / pm)
TIME OF DEPARTURE:	(am / pm)	(am / pm)	(am / pm)
NUMBER OF STUDENTS:			
NUMBER OF TEACHERS:			
AGE OF STUDENTS:			
PURPOSE OF YOUR VISIT:			
CONTACT PERSON/S ON VISIT:			
CONTACT PERSON NUMBER:			

TERMS AND CONDITIONS

1. CONFIRMATION

Adelaide Central Market Management (ACMM) will contact you with confirmation within 48 hours of receiving the Booking Form. ACMM reserves the right to cancel the booking and allocate the space to another Client if the Booking Form is not completed and received.

2. CANCELLATIONS

Cancellations require a minimum notice of 3 business working days.

3. COMPLIANCE

The Client will use their best endeavours to ensure that its guests and the visit is conducted in an orderly and professional manner. We ask that that you ensure your group does not obstruct our stallholders display / stands and to allow other customers to continue shopping. ACMM reserves the right to exclude or eject any and all persons from the premises without liability.

4. SAFETY

Teachers and Guardians are responsible for the safety and behaviour of their group of students. We ask that at least 1 teacher or guardian for every 6 children to be allocated to the group, to ensure the safety of the students and to allow for adequate supervision. Ensure that your group is split up accordingly around the Market to allow for easy access.

Please complete the above requests and return to Adelaide Central Market Management via fax (08) 8211 7322 or via email to j.hannon@adelaidecitycouncil.com. You will be contacted within 48 hours to confirm your visit.

For more information, call Adelaide Central Market Management, Monday – Friday on 8203 7494.

Tony, Marino Meats

Stall: G0 52 – 54

