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[www.mullumseed.org.au](http://www.mullumseed.org.au)

## EDUCATION BOOKING FORM

<b>Name:</b>	
<b>Organisation: (if applicable)</b>	
<b>Email:</b>	
<b>Ph:</b>	<b>Mob:</b>
<b>Are you a Mullum SEED member?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Workshop/Course title:</b>	
<b>Preferred dates/s and time/s:</b>	
<b>Briefly describe: The learning outcomes:</b>	
<b>Length and number of sessions:</b> (eg 2x4 hour sessions over two days)	
<b>Minimum/Maximum No. of participants:</b>	
<b>Briefly describe the Instructor/Facilitator's background</b> (eg any previous experience):	
<b>Will the outcome provide the participants with accreditation or a qualification?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes – what level?</b>	
<b>Will your workshop/course be teaching unsupervised children (under the age of 18 years)?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, please attach a copy of your Working with Children Check</b>	

**What is your promotion plan?**

**What materials/resources do you require from Mullum SEED ?  
(include approx. \$ value)**

**Which area of the MCG site do you propose to use?**

- Main Rotunda     Learning Curve     Elders Rotunda     Children's Garden  
 Environmental Resource Centre     Other .....

**Do you have any other needs or requirements?**

**Please attach WH&S risk assessment, one-page promotional flier and any further information that may support your proposal (e.g. resume, schedule, plans, photos for promotion).**

**I have read the Education Guidelines and agree to abide by these conditions.**

**Signed .....**

**Date:**

**Office use:**

<b>Approved by:</b>	<b>Date:</b>	<input type="checkbox"/> <b>Entered on Calendar:</b>	<input type="checkbox"/> <b>Fee Paid:</b> \$ <b>Receipt no:</b>
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# EDUCATION GUIDELINES

## General Conditions

1. A workshop is a non accredited short course, usually one or two days, possibly longer.
2. Accredited courses will be run by qualified instructors and co-ordinated through Byron Community College or another accredited RTO.
3. All workshop and course activities must comply with all Mullum SEED's policies, in particular Mullum SEED Workshops and Courses policy. The Policy & Procedures manual is available in the office or online @ [www.mullumseed.org.au](http://www.mullumseed.org.au)
4. All communication and arrangements are to be made through Booking Coordinator.
5. The reservation of dates cannot be confirmed until application and Insurance details are received and approved by Booking Coordinator.
6. If the Instructor/Facilitator does not have their own insurance policy, he/she must join as a financial member or a registered volunteer to be covered by Mullum SEED's \$20mil Public Liability insurance.
7. A Risk Assessment must be completed by the Instructor/Facilitator prior to the activity and submitted to the Booking Coordinator.
8. No disruption to normal activities of Mullum SEED/MCG is to occur. The workshop session times are to fit in with Mullum SEED/MCG daily activities.
9. The Mullum SEED site is open during hours only. A workshop cannot continue into the evening.
10. No camping or overnight stays on site.
11. No open fires, candles or other flames.
12. Drugs and alcohol are prohibited on site and smoking is in designated areas only.
13. No animals are permitted except with exemption (eg guide dogs etc).
14. Children are to be the responsibility of at least one adult and under supervision at all times.
15. Limited number of tables and chairs are available by prior arrangement (at least 7 days).

16. Organisers to be responsible for any damage caused to Mullum SEED property and surrounds.

17. Waste is to be kept to a minimum with no single use plastic to be used – eg water bottles, straws, takeaway coffee cups and plastic bags (shopping and garbage) etc.

### Promotion

18. Advertising of programs cannot occur before final confirmation of the date/s is received in writing (by email) from the Booking Coordinator.

19. Mullum SEED will promote the workshops and courses on Facebook, our website and, if possible, in our quarterly newsletter .

20. The workshop or course Instructor/Facilitator is responsible for all other promotions including fliers.

21. Mullum SEED may be able to offer assistance with Graphic Design and printing of fliers for an additional fee if requested. Please speak to the Office staff if this service is required.

### Fees

22. To calculating Mullum SEED Education site fee please use the following formula.

<b>Cost (each participant paid):</b>	\$
<b>No. of participants:</b>	
<b>Gross Earnings:</b> (cost x no. of participants)	
<b>Site fee: 10% of earnings:</b> (Earnings x 0.1)	
<b>Administration fee:</b>	\$25
<b>FEE TOTAL: (+ GST)</b>	

23. The Instructor/Facilitator is free to set his/her own participation fee.

### Payments

24. Payment is to be made on the day of the activity.

25. All payments are to be made through Booking Coordinator or Direct Funds Transfer into: Mullum SEED Southern Cross Credit Union  
BSB 722 744 Account no. 144 394  
Deposit reference: EVENT + Your Name

### Reporting

26. A final report form and Student Feedback forms are to be submitted at the end of the activity with payment to the Booking Coordinator or nominated representative.

27. Before a workshop is cancelled due to weather or lack of participants, the Booking Coordinator must be informed by email, phone or text message.