



EDUCATION PROGRAM BOOKING FORM

Please note that your trip is confirmed once you have received a confirmation email from the VAC education team. Before filling out this form, please read the terms and conditions.

CLIENT INFORMATION

School/Organization	
Address	
Contact Name	
Contact Email	
Phone	
Teachers/Supervisors	
Grades/ Ages	
Number of Students	
Bus Number	

VAC STUDIO PROGRAMS

Half Day | 2hr | \$11.00/student | Tour and Studio

- 10:00am - 12:00pm
- 12:00pm - 2:00pm
- Other:_____.

Full Day | 4hr | \$14.00/student | Tour and 2 Studios

- 10:00am - 2:00pm

Introduction to Contemporary Artist Practice | 4hr | \$14 student | Tour and Portfolio Studio

- 10:00am - 2:00pm

Introduction to Raku Pottery Techniques | multi-session | \$750 flat fee

Preferred dates and times _____.

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CREATIVE CLASSROOMS AND OUTREACH

Creative Classroom | 1.5 hr | \$13.00/student

- 10:00am - 11:30am
- 1:00pm - 2:30pm

VISIT INFORMATION

1st Date Choice		Activity 1	Gallery Tour
2nd Date Choice		Activity 2	
3rd Date Choice		Activity 3 *Full day programs only*	

METHOD OF PAYMENT

- Credit/Debit Card
- Cheque

Is there anything else you would like us to know for your visit?

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Booking Information

1. Attending Numbers

A minimum attendance of 20 students per school and 10 people per tour is required to run educational programs. We suggest schools bring one parent for every 10 students; additional supervisors will be charged admissions as a program participant. We also accept smaller groups upon request. For teachers interested in Introduction to Raku, the minimum attendance is 25 students.

2. Activities

Activities must be chosen when submitting the booking form.

3. Payment

Payment can be made through business checks or card. Payment made be made on the day of the program or within the following 10 business days. Please have cheques made payable to **"The Visual Arts Centre of Clarington"** and mailed to:

**P.O. Box 52,
Visual Arts Centre of Clarington,
Station Main, Bowmanville, ON, L1C 3K8**

CANCELLATIONS

Notice of cancellation must be submitted to the Education Coordinator at the Visual Arts Centre of Clarington no later than 10 business days prior to your visit date.

Schools will not be charged for cancelling a reservation at any time due to inclement weather.

CHANGES IN NUMBERS

Invoices are calculated at the time of booking and are based on price per participant. Changes in the number of participants can be made up to three business days prior to your visit. Refunds will not be granted for groups with fewer participants than booked. Additional participants will be invoiced on the day of the visit. Please communicate any changes to education@vac.ca or by calling 905 623 5831 ext. 5

The Visual Art Centre of Clarington reserves the right to cancel a program at any time to ensure the safety of participants and the site.

Contact Information

Education Coordinator

education@vac.ca

905-623-5831 ext. 5