

<b>Venue Name</b>		<b>Glenbrook Cinema</b>		
<b>Location (do not send mail or deliveries here)</b>	Cnr Ross St and Great Western H'way Glenbrook NSW		<b>Equipment</b>	All equipment at the venue is maintained in accordance with the OHS Regulation and appropriate standards.
<b>POSTAL ADDRESS</b>	PO Box 388 Springwood NSW 2777		<b>First Aid</b>	First Aid Kits are on site.
<b>Phone number</b>	02 4739 0003		<b>Wheel chair access</b>	Please advise for number of wheel chair spaces if required.
<b>Email</b>	<a href="mailto:enquiries@glenbrookcinema.com.au">enquiries@glenbrookcinema.com.au</a>		<b>Disabled/Accessible toilets</b>	Available in foyer and annexe.
<b>Web address</b>	<a href="http://www.glenbrookcinema.com.au">www.glenbrookcinema.com.au</a>		<b>Hearing Loop</b>	Hearing loop can be accessed by using the T-switch on hearing aids in all parts of the auditorium.
<b>Insurance</b>	The venue has full public liability cover.			
<b>Film Presentation</b>	<b>Recommended age group/ fitness level/ prerequisite skills</b>	<b>Staff accreditation/ competence for this activity/program</b>	<b>Potential risks</b>	<b>Control Strategies</b>
<b>Arrival &amp; Departure</b>	All ages	None required	Late for film - film starts on time due to other bookings.	Please allow to arrive early to avoid any unseen contingencies.
<b>Film Ratings</b>	Refer to classification guidelines for suitable ages and government website click below  <a href="http://www.classification.gov.au">http://www.classification.gov.au</a>	None required	Some films can upset some young viewers.	Teachers are expected to monitor and take any distressed student out to the foyer.
<b>Kiosk</b>	n-a	n-a	n-a	Kiosk is NOT OPEN during or for school excursions unless requested in advance
<b>Film screening problems</b>	All ages	None required	Inappropriate film for students	Check with film ratings prior.
<b>Wheelchair access</b>	All ages - ramp access	None required	n-a	Please advise in advance for wheelchair spaces.
<b>Access to &amp; from Auditorium</b>	All ages - ramp access	None required	Tripping, falling	Shoes must be worn at all times. No running or jumping allowed.
<b>Bag Storage</b>	All ages	None required	Lost Property	Bag storage can be arranged at the discretion of teachers and cinema staff.
<b>Payment</b>	Teachers	None required	<b>Payment is required on the day of the excursion</b> unless prior arrangements have been made. Full details must be provided for Tax Invoice.	Glenbrook Cinema accepts cheque, EFTpos, Visa, MasterCard.
<b>Student Behaviour in Auditorium</b>	All ages	None required	Disruptive students may be asked to leave the theatre under teacher supervision.	Students are expected to be supervised when on a school excursion by the teacher/s. No feet on seats or benches.
<b>Zero Tolerance Zone</b> Staff and patrons need to work and feel that they are in a safe environment. Violence and verbal abuse will not be tolerated.				