

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