

Please read carefully before completing your enrolment and payment.

Campbelltown Art Centre (CAC) reserves the right to update the **Terms and Conditions** at any time. The Terms and Conditions, once published on this website will be effective immediately.

Please refer to the Cancellation, Refund and Transfer Policy information provided below. If you have any enquiries please contact the Education Officer on celeste.wrona@campbelltown.nsw.gov.au

Full fee is required to confirm enrolment in the event. You will receive a confirmation email.

Cancellation, Refund and Transfer Policy

100% refunds are provided only in the event of event cancellation by Campbelltown Arts Centre.

There are no transfers, credit, refunds if you miss the event or if your personal circumstances change.

Participant substitutions for event

If you are registered for an event and if for any reason you are unable to attend and the event has not yet commenced, you may transfer the whole of your enrolment to someone else. Please contact the Education Officer on celeste.wrona@campbelltown.nsw.gov.au at least two business days prior to the event commencing. No substitutions will be permitted after this time.

Order Confirmation

When you complete a purchase or reservation online, you will receive a confirmation email. This will enable you to access your event registration tickets to print them or present them from your mobile device for scanning at the exhibition or event. If you do not receive this email then it is your responsibility to contact us to inform us. Your email address will be used to identify you. Please be sure you enter a real email address that you can access. If you do not receive a confirmation and are unable to access your account to retrieve your ticket, please contact us immediately at celeste.wrona@campbelltown.nsw.gov.au to resolve the issue.

Accessibility

Campbelltown Arts Centre is a wheelchair accessible venue. Auslan interpretation is provided upon request. Please advise of any access requirements when booking.

Payment

Event fees are listed with the course details on our website. Payment of the full fee via online credit card payment is required at the time of enrolment to secure your place. We accept Visa and Mastercard.

Marketing Material

Campbelltown City Council c/- Campbelltown Arts Centre will take photographs and/or video of participants attending this event, to be used as outlined below:

- Recordings and images taken may be edited and used to publicise and promote Campbelltown Arts Centre, Campbelltown City Council, funding bodies and partners or as part of reporting requirements for funding.
- Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of your child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the Campbelltown City Council and

Campbelltown Arts Centre website, as well as on funding bodies and partners' websites and social media outlets including but not limited to Facebook and Instagram.

Please advise of your photo permission preference when completing your online event registration. If at any stage the group or individuals no longer wish for these images to be used, they can notify the Arts Centre in writing via email to celestewrona@campbelltown.nsw.gov.au

Participant Conduct

CAC is a shared space and we expect all participants to respect fellow participants and artists, artwork and property. Discrimination on the grounds of a person's age, race, sex, gender, sexuality, marital status, physical or intellectual disability, or religion will not be tolerated. Participants deemed to be exhibiting inappropriate or disruptive behaviour may be removed, suspended or expelled from the event. It should also be noted that cleaning of workshop spaces and common areas is a shared responsibility.

Occupational Health & Safety

If you have an existing medical condition, allergy or disability that may affect your participation in a class, please ensure you have informed us in your registration when booking.

Privacy

Government agencies are required to comply with the Information Protection Principles in the Privacy and Personal Information Act 1998 (PPIP Act). These regulate the collection, storage, use and disclosure of personal information held by government agencies.

Your personal information

Generally, any personal information you provide to us will be used and disclosed for Campbelltown Arts Centre's purposes, or a directly related purpose, unless you consent to another use or disclosure, in emergencies or as otherwise required or authorised by law. Under the PPIP Act, you have rights to access any of your personal information held by Campbelltown Arts Centre, without excessive delay or expense. You also have a right to have your personal information corrected, in certain circumstances (eg. if it is inaccurate).

Accessing or correcting your personal information

Should you wish to access or correct your personal information, please make a written request to Council's Public Officer:

Public Officer
Campbelltown City Council
PO Box 57
CAMPBELLTOWN 2560

Liability

There are inherent dangers and risks to the property and personal safety of me or any person under my care or supervision ("the Participant") involved in participating in the activity arranged by Campbelltown Arts Centre ("the Centre").

The Centre will take practical steps to identify and minimise potential dangers to the property and personal safety of the Participant whilst undertaking the Activity. Despite the Centre's efforts to protect the property and personal safety of the Participant, there will always be a degree of risk in participating in the Activity and the Participant confirms that he/she undertakes the Activity at his or her own risk.

The Centre excludes all liability for any death, personal injury or loss or damage to property arising from any act or omission by the Centre, the Participant or any other person (including without limitation any person under my care or supervision) which arises from undertaking the Activity (however arising) while participating in the Activity, to the fullest extent permitted by law.