2026 Learning Program Booking
Terms and Conditions

As at September 2025

Program enquiries and bookings

Enquiries and booking requests can be made with the Learning Bookings Coordinator via the RBGV Excursion Booking Request Portal.

- Web: www.learn.rbg.vic.gov.au/
- Phone: 03 9252 2358
- Email: learning@rbg.vic.gov.au

Booking confirmation

Bookings are not confirmed until an official booking confirmation is issued from Royal Botanic Gardens Victoria.

Cost and Supervision

Year Level	2024 Program Fee (inc. GST)	Adult-Student Ratio
Early Childhood	$17.00 per student	1:3
Foundation – Year 2	$17.00 per student	1:5
Year 3 - 12	$17.00 per student	1:10

Minimum Fee

The minimum fee for a Learning Program is $306.00 (inc. GST) per class, equivalent to a minimum charge of 18 students. Exceptions to the minimum fee may apply to Special Development Schools.

Maximum Class Size

The maximum class size for RBGV programs is 30 students. If a booking exceeds this number, the group must be divided into multiple classes (e.g., 42 students would be split into two classes of 21 students each).

Confirmed Attendances

The confirmed number of students attending a program is required 24 hours prior to your booked program. This is the minimum number for which charges will apply.

Invoice and Payment

A Tax Invoice, reflecting confirmed student numbers (or the actual number of students should this number increase) will be sent to the school following the program. Payment of invoices is via bank transfer and is required within 14 days of receipt.

Cancellations by Organisation (i.e. school)

Cancellation of a program must be made by the booking contact at least 14 days prior to the booked program. If not, a cancellation fee of $306 per class will be invoiced to the school. The fee does not apply in the circumstances of extreme weather (See RBGV Weather Response Matrix below) or RBGV cancellations.

Cancellations by RBGV

On rare occasions Royal Botanic Gardens Victoria may be required to cancel a program due to circumstances beyond our control (e.g. extreme weather conditions). In such circumstances Royal Botanic Gardens Victoria will prioritise rescheduling of the program to a mutually agreeable date.

Duty of Care

While our specialist RBGV Learning Facilitators have the technical knowledge and expertise to facilitate your program, the visiting teachers have Primary Duty of Care for the behaviour management, safety and welfare of the students. Inappropriate and disrespectful behaviour will not to be tolerated.

Learning Program Weather Response Matrix

RBGV follows a Weather Response Matrix to assess and manage the impact of inclement weather on student programs. Should modifications or cancellations be necessary, a decision will aim to be made two days in advance. RBGV will promptly notify affected bookings to discuss any changes and alternative arrangements.

Variable	Programs Cancelled		Information Source
	Threshold	**Physical Hazard/s**	
Wind	45+ km/h wind forecasts - Gale (during program times)	Trees in motion, twigs and leaves break off	WillyWeather
Thunderstorm	Localised Severe and Very Dangerous Thunderstorm Warning	Lightning Strikes Large Branches falling Trees uprooted	Bureau of Meteorology (BOM)
Heat	35+ degree Forecast (during program times)	Hyperthermia Bushfire	Bureau of Meteorology (BOM)
Bushfire Fire	Extreme Catastrophic	Hyperthermia Bushfire	CFA
Rain	20mm+ rain forecast during program times	Hypothermia Flood Slippery Surfaces	Bureau of Meteorology (BOM)
Air Quality	Very Poor Extremely Poor	Increased Asthma risk Breathing difficulties	EPA
Thunderstorm Asthma	N/A	Increased Asthma risk Breathing difficulties	Vic Emergency

Program Timing and Late Arrivals

All programs are scheduled to begin promptly at the time specified in your booking confirmation. In the event of a late arrival, RBGV staff will make every effort to deliver the key components of the program. However, please note that the program may need to be shortened to ensure it does not impact other bookings across the rest of the day.