

## Group Visit Application

<p><b>Type of visit requested</b></p> <p>Self-guided tour - includes brief introduction. Guide-led tour -subject to availability.</p>
<p><b>Are you a group or school?</b></p> <p>Group School</p>
<p><b>Name of School/Organisation</b></p>
<p><b>Contact person</b> (on the day)</p>
<p><b>Email Address</b></p>
<p><b>Phone</b> (contact number for day of tour)</p>
<p><b>Date/s requested</b></p>
<p><b>Time commencing</b></p>
<p><b>Year Level</b> (School Groups Only):</p>
<p><b>Number of attendees</b></p>
<p><b>Will you be arriving by coach?</b></p> <p>Please refer to the guide for coach drivers, which can be provided upon request, if you are arriving by coach.</p> <p>Yes No</p>
<p><b>Please advise if you have any other requirements or requests?</b></p>
<p><b>Email address for invoice (if applicable)</b></p>
<p>By signing this form, you agree to the conditions of booking as set out below. <b>Please return completed form to <a href="mailto:museums@goulburn.nsw.gov.au">museums@goulburn.nsw.gov.au</a></b></p> <p><b>Signature:</b></p>

### CONDITIONS OF BOOKING

ENTRY: Schools: A donation on the day, would be appreciated.

**Please provide a copy of your risk assessment one week prior to your visit.**

ENTRY: All other groups \$3.00 per person

Payment of the entry fee can be made on the day via cash, eftpos, or an invoice can be issued prior to the booking date.

PLEASE NOTE: tours booked outside of normal business hours require an additional opening fee of \$82 per hour, as per Goulburn Mulwaree Council's Schedule of Fees and Charges.

We require five days' notice for a booking-within a shorter timeframe we may not be able to accept your booking.

**Privacy Policy** Council collects personal information only for a lawful purpose that is directly related to managing your booking. For further information please refer to Council's Privacy Management Policy at [www.goulburn.nsw.gov.au](http://www.goulburn.nsw.gov.au)