

# POLLY WOODSIDE GROUP/SCHOOL BOOKING REQUEST FORM

Thank you for your enquiry. Please complete this form and return as soon as possible so that we can secure your booking. We will then send a formal confirmation letter and briefing notes once your booking is complete.

**Organisation/School name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_  
**School Email:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Excursion Mobile:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Date of Visit:** \_\_\_\_\_ **Year Level:** \_\_\_\_\_ **Approx Student Numbers:** \_\_\_\_\_

Programs available	Blow the Man Down (Prep – Grade 2)	Ship-Shape and ready to sail (Grades 3 & 4)	Virtual Voyage 1904 (Grades 5 & 6)	General Program (Groups)				
Please indicate <b>time required &amp; student numbers</b> attending each program below:								
	10.00am		10.00am					
	1.00pm		1.00pm					

Please tick if you have made a reservation for the Melbourne Aquarium or the Old Melbourne Gaol for the same day as a discount is applicable.

Melbourne Aquarium                       Old Melbourne Gaol – Crime & Justice Experience

**National Trust of Australia (Vic) Booking Policies:**

**Booking fee:** An \$8 booking fee is applied per booking request form and upon the confirmation of date availability.

**Change of date fee:** Once a booking is confirmed, any change of the date within 10 working days of the date of the visit will incur an additional \$8 booking fee for each date change.

**Cancellation:** If a confirmed booking is cancelled within 10 working days of the reserved date, a \$20 cancellation fee is invoiced.

**No Show:** In the event of a school 'not showing' on the confirmed date, the full charge of the reservation will be invoiced to the School / Organisation.

**Payment Options:** Upon arrival settlement of the account can be made with cash, EFPTOS or cheque. When paying by cheque, please make it out to *National Trust of Australia (Victoria)*, alternatively the Organisation can be invoiced from the numbers on the day, with settlement due 14 days from date of visit.

**Signed (Contact /Teacher):** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Group/ School Bookings: Phone: 03) 8663 7260    Fax: 03 9650 2310    Email: [bookings@nattrust.com.au](mailto:bookings@nattrust.com.au)  
 Polly Woodside general enquires: 03 9699 9760    Visit: [www.pollywoodside.com.au](http://www.pollywoodside.com.au)