



**Maitland Gaol**

6 – 18 John Street (PO Box 249)  
EAST MAITLAND NSW 2323

P: (02) 4936 6482  
F: (02) 4936 6483  
E: info@maitlandgaol.com.au  
W: www.maitlandgaol.com.au  
A.B.N.: 11 596 310 805

# Maitland Gaol Group Tour Booking Request Information Sheet

To help us provide the best possible service to your group, please complete and return this form with all information that is currently known together with the required deposit. Where information is not presently available, please advise the Maitland Gaol Administration Office as soon as the information becomes known. **This form is not a Confirmation and does not guarantee that the particular request can be fulfilled.** Once this form is received and final availability assessed, a Confirmation Sheet will be forwarded with the information shown here together with any required amendments, final fees and charges assessed for the group. Please ensure you check the confirmation when received.

Please note the Conditions and Requirements on the reverse of this page.

The staff of Maitland Gaol look forward to hosting your group activity.

## Group Details:

Group Name: \_\_\_\_\_

Contact Name: Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Contact Address: \_\_\_\_\_

\_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## Booking Details:

Date: \_\_\_\_\_

Time: Start: \_\_\_\_\_ : \_\_\_\_\_ Finish: \_\_\_\_\_ : \_\_\_\_\_ (Tours are 1½ hrs duration unless alternative time arranged.)

No. of Participants: Adults: \_\_\_\_\_ Concessions: \_\_\_\_\_ Children: \_\_\_\_\_

Tour Type: History:  Ex-inmate:  Psychic:  Other: \_\_\_\_\_

Meal Package Type: M/A Tea:  Lunch:  Dinner:  Function:

Other Details: \_\_\_\_\_

(eg. special reason for tour) \_\_\_\_\_

\_\_\_\_\_

## Special Requests:

Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## How did you hear about Maitland Gaol:

Word of Mouth       Television Advert.       Television Programme

Newspaper Advert.       Newspaper Editorial       Yellow Pages

Promotion Flyer       Previous Visit       Site Signage

Other: \_\_\_\_\_

# Maitland Gaol Group Tour Booking Conditions and Requirements

## Group Minimum

1. A minimum of 20 persons (daytime) / 25 persons (nighttime) or equivalent payment is required to secure a Group Tour concession.

## Charges and Payment

2. All patrons on a Group Tour are charged at the appropriate group tour rate for the type of tour booked.
3. A Group Tour must be paid for in one payment. Payment may be in cash, by card (Mastercard/Visa/EFTPOS) or by cheque made payable to Maitland City Council.
4. A deposit of 1/3 of the estimated tour/package fees or \$75 (which ever is the higher) is required within 7 days of the booking together with the information sheet to secure the booking. This deposit is transferable to a booking on another date but is only refundable where another booking is subsequently taken for the time the group originally required.
5. Final minimum numbers and payment of the appropriate balance of the booking is generally required 14 days prior to the activity unless alternative arrangements are made with the Gaol Administration Office. Tours/packages arranged for outside of office hours must be paid in advance.
6. Where a meal and tour package is booked, payment for the total package price is to be made to Maitland Gaol as above. Contact will generally be made by the café proprietor to finalise the menu only.

## Group Concessions

7. A Group Tour will be offered exclusive access to a tour guide.
8. Group Tours are only available at times outside the advertised general public tour times.
9. Group Tours can be customised to suit individual organisers requirements including content and length however adequate prior notice of requirements is requested.

## Organisation

10. Maitland Gaol will arrange the tour with the nominated Group Tour contact as advised. No arrangements will be made with any other person.
11. Still and video photographs for personal memorabilia are permitted to be taken within the Gaol however images should not be taken of members of the public without their express permission. Video imagery must not exceed 10% of the total period of any tour. The images taken may not be used or published in any form including but not exclusively newspaper, magazine or websites without the prior approval of Maitland City Council.