

OOSH Group Booking Enquiry 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. Where information is not presently available, please advise the Maitland Gaol Administration Office as soon as possible. **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 and final fees and charges assessed for the group. Please ensure you check the confirmation when received and pay any required deposit as indicated in the conditions.

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

GROUP DETAILS:

Group Name: _____

Contact Name: Title: _____ First Name: _____ Last Name: _____

Address: _____

Town: _____ Postcode: _____

Phone: _____ Fax: _____ Mobile: _____

Email: _____

Contact on the Day: Name: _____ Mobile: _____

BOOKING DETAILS:

Date: _____

Time: Start: _____ Finish: _____ (60min guided tour followed by 30min activity)

No of Participants: Adults: _____ Concessions: _____ Children: _____

Tour/Activity Type: _____ (Select from dropdown list)

Extra Time Onsite: 30min prior 60min prior 30min after 60min after (Addit. charges may apply)

Other Details: _____

SPECIAL REQUESTS:

Details: _____

HOW DID YOU HEAR ABOUT MAITLAND GAOL?:

Method: _____ (Select from dropdown list)

PAYMENT METHOD:

Do you require a Tax Invoice? Yes No

Please indicate your proposed method(s) of payment for this activity.

Cash Card Cheque Bank Transfer

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Maitland Gaol is a business unit of Maitland City Council

OOSH GROUP BOOKING CONDITIONS AND REQUIREMENTS:

Group Minimum

1. The required minimum and payment will be stated on the confirmation e.g. a minimum of 20 persons for Tour / Activities.

Charges and Payment

2. A Group Tour / Activity must be paid for in one payment. Payment may be in cash, by card (Mastercard/Visa/EFTPOS), by cheque made payable to Maitland City Council or by Bank Transfer.
3. Payment by the day of the tour/activity is required unless alternative arrangements are made with the Gaol Administration Office.
4. Final minimum numbers are generally required 14 days prior to the activity unless alternative arrangements are made with the Gaol Administration Office.

Group Concessions

5. An OOSH Tour / Activity will be offered exclusive access to a tour guide. However the OOSH group leaders are responsible for the care and behaviour of the students in their group.
6. OOSH Tour / Activities are only available at times outside the advertised general public tour times.
7. OOSH Tour / Activities can be customised to a reasonable extent to suit individual organiser's requirements including content and length and changes will be stated on the confirmation; changes cannot be made on the day.

Organisation

8. Maitland Gaol will arrange the tour / activity with the nominated Group organiser as advised. No arrangements will be made with any other person.
9. The Group organiser shall pass a copy of the confirmation, booking conditions and requirements onto all members of staff who will be present on the day.
10. 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.