**Herdsman Lake Discovery Centre**

Environmental Holiday Adventures

**BOOKING CONFIRMATION FORM**

To confirm your booking, please complete this form and return it to us within SEVEN (7) DAYS.

If your form is not received within this period, your booking time may be given to another group.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DETAILS OF VISIT:** | | | | | | | | | | | | | | | | | | | | | | | | |
| Date: |  | | | | | | | | | | | Start Time: | | | | |  | Finish Time: | | | | |  | | |
| Topic(s): | | |  | | | | | | | | | | | | | | | | | | | | | |
| Specific requests / learner needs: | | | | | | | | |  | | | | | | | | | | | | | | | |
| School Order Number (if applicable): | | | | | | | | | |  | | | | | | | | | | | | | | |
| **CONTACT DETAILS:** | | | | | | | | | | | | | | | | | | | | | | | | |
| School/Centre: | |  | | | | | | | | | | | | | Phone Number: | | | | |  | | | | |
| Address: | | | | |  | | | | | | | | | | | | | | | Postcode: | | | |  |
| Accounts Payable Email: | | | | | | |  | | | | | | | | | | | | | | | | | |
| Teacher’s Name: | | | | |  | | | | | | | | | Teacher’s Phone Number: | | | | | |  | | | | |
| Teacher’s Email Address: | | | | | |  | | | | | | | | | | | | | | | | | | |
| **BREAKDOWN OF STUDENTS:** | | | | | | | | | | | | | | | | | | | | | | | | |
| Age Group: | | | |  | | | | | | Number of Students: | | |  | | |  | | | | | | | | |
| Total Number of Students: | | | | | | | |  | | |  | | | | | | | | | | | | | |
| **COST** (Total number of Students x $15 incl. GST, OR Minimum charge $450): | | | | | | | | | | | | | | | | |  | | | | |  | | |
| I confirm that the details above are correct: | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | |  | | | | | | | | | | | | | | | | | Date: | |  | | | |

**The cost for the 3-hour School Holiday Environmental Program is $15.00 per student (incl. GST)**

**Minimum charge $450**

**48 HOURS NOTICE IS REQUIRED FOR CANCELLATIONS OR A $150 CANCELLATION FEE WILL APPLY.**

**Care providers and supervising adults are admitted free.**

**CHILDREN ARE TO BRING A HAT & WATER TO DRINK IN SUMMER.**

**PARTICIPANTS MUST BE SUPERVISED AT ALL TIMES INSIDE & OUTSIDE THE CENTRE.**

**LUNCH, MORNING & AFTERNOON TEA TO BE TAKEN OUTSIDE ON VERANDAHS.**