



# Booking Form

**Please keep in mind that large groups may need 7 or 14 days notice. A staff member will be in touch to confirm your booking shortly.**

Please answer Questions 1 & 2 then follow the instructions and fill in only the corresponding questions to your booking application. Once the form has been processed we will contact you and let you know if there is availability and to collect your 20% deposit.

When completed press send (Adobe Acrobat only) or email to [armidale.acckp@gmail.com](mailto:armidale.acckp@gmail.com).

## Section One

Organisation Name:	<input type="text"/>
Contact Person:	<input type="text"/>
Contact Phone Number:	<input type="text"/>
Contact Email Address:	<input type="text"/>
Address:	<input type="text"/>

## Section Two

Desired Date:	<input type="text"/>	
Number of Participants:	<input type="text"/>	
Age Group (Please specify numbers):	Children under school age: <input type="text"/>	Yrs 11-12: <input type="text"/>
	Children K-Yr6 <input type="text"/>	Adults: <input type="text"/>
	Children Yrs 7-10 <input type="text"/>	

Please only fill in the following sections that apply to this booking. **Section Three** for organised tours, **Section Four** for private tours, **Section Five** for rooms and conferences, **Section Six** for workshops. For **Welcome to Country**, please contact the centre Directly on **(02) 6771 3606** and speak to our friendly staff.



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## Section Three: Organised Tour

Please check our website for more information on our Tours. One of our staff will contact you with pricing and availability.

Which Tour(s) are you Interested in?

Are there any special requirements (Disabled access, allergies, or anything you feel needs consideration):

## Section Four: Private Tours

Which Tour(s) are you Interested in?

Are there any special requirements (Disabled access, allergies, or anything you feel needs consideration):

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## Section Five: Room and Conferences

Start Time:

End Time:

Facilities:

No. of  
Chairs:

No. of  
Tables:

Space Preferred:

Conference Room:  Gallery (small):  Gallery (large):  Outdoors:

Pavillion:  Yarning Circle:  Eastern Field:

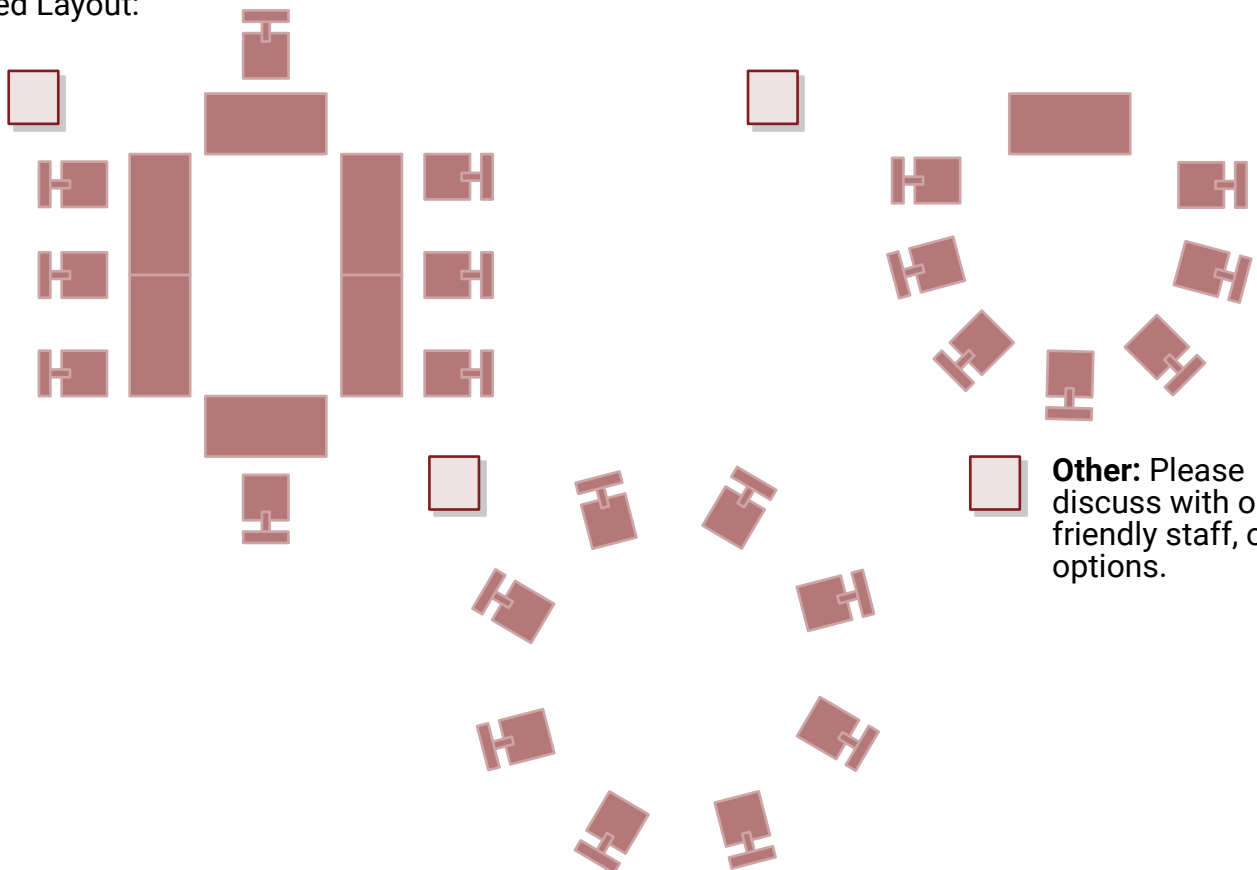
**Please note:** Conference room is for between 5-20 ppl, gallery (small) 10-25 ppl, Gallery (Large) 10-80 ppl and Outdoors is negotiable. For more information please select your preference and discuss when one of our friendly staff contact you. **This is subject to change due to COVID restrictions.**

Other Options:

Welcome to Country  Smoking Ceremony  Private Tour

Traditional Dance  Talk by Director

Preferred Layout:



**Other:** Please discuss with our friendly staff, other options.



# Booking Form

## Section Six: Workshops

Activities (List one per box) in order of preferences:

A	
B	
C	
D	
E	
F	
G	
H	

### Conditions:

All bookings are subject to a 20% deposit payable on securing the room, tour, workshop, etc. Children are to be supervised and be on their best behaviour at all times. Displays must not be touched at all. Exits, evacuation plan and toilet facilities are to be brought to the attention of all participants. The hirer is responsible for any damage to the property caused during the hirer's occupancy. No pictures to be taken of the art work and please ask permission before taking photos of any performers or artists while on the centre grounds. Catering is not included but can be organised externally if desired, unless otherwise stated.

Signature (Digital is acceptable):

Date:

Once completed, either press send (to the left) if you're using Adobe Acrobat or send to [armidale.acckp@gmail.com](mailto:armidale.acckp@gmail.com) if filling in by hand or in your browser.

Office Only:

Received by:

Date:

Customer Contacted?:

Date:

Staff Member:

Quote Amount:

\$

Date:

Deposit Processed:

\$

Date:

Remainder Paid?

\$

Date: