

## BURRINJA TOUR GROUPS BOOKING FORM

Please help us to make your tour run smoothly by completing this form.

### CONTACT / INVOICE DETAILS:

Tour Group: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

Invoice Name: \_\_\_\_\_ Email: \_\_\_\_\_

**TOUR INFORMATION.** Tours are 30 minutes in duration, and can host a maximum of 30 people.

Tours are available Tuesday to Sunday, 10.30am – 4.00pm.

**Please circle which type of tour you are interested in:**

Indigenous Art and Culture Learning Tour

Feature Exhibition Learning Tour

General Burrinja Tour

Tour Date: \_\_\_\_\_ Time: \_\_\_\_\_

No. of people: \_\_\_\_\_

### CAFÉ OPTION.

If you would like to be booked in at Burrinja Café during your visit to Burrinja, please let us know some details. Burrinja Café will call you to organise and discuss price options.

Before Tour / After Tour

Morning Tea / Lunch / Afternoon Tea / Coffee only

### FINANCIAL.

Per person: \$6 (plus GST). Minimum fee \$60

### TERMS AND CONDITIONS OF PAYMENT:

**Payment:** Upon confirmation of your booking, an invoice will be sent to you. We require full payment 14 days prior to the tour date. No refunds will be given for non-attendance by participants. If you require an alternative payment method, please call us to discuss.

**Cancellation:** Tours cancelled more than 48 hours before the tour date will be refunded in full. For tours cancelled less than 48 hours before the tour date, there will be no refund.

Bookings for guided tours are essential. Please let us know if there are any specific outcomes you would like from your tour.

**Thank you for this information.**

Please email this completed form to [gallery@burrinja.org.au](mailto:gallery@burrinja.org.au) or fax to 03 9754 8523.

One of our staff members will be in touch with you to discuss your tour requirements and confirm your booking.

OFFICE USE ONLY: Venue Booked | Guide Confirmed | Accounts | Confirmation Letter

Burrinja, cnr Glenfern Road and Matson Drive, Upwey 3158.  
Phone: 03 9754 8723. Email: [gallery@burrinja.org.au](mailto:gallery@burrinja.org.au)