



Booking Form

Education & Services

CLIENT INFORMATION

Client name	
Primary contact	
Phone number	
Email	

BOOKING DETAILS

Session times	Business hours rate 9am - 5pm	Outside business hours & Days of significance rate	Tick preferred session
1 hour	\$250	\$450	
3 hours	\$550	\$750	
6 hours	\$850	\$1000	
Full day	\$1000	\$1250	

<p>Date & time</p> <p>Include arrival time & commencement times</p>	
<p>Meeting place</p> <p>Include specific details</p>	
<p>Session details</p> <ul style="list-style-type: none"> • How many people attending • Learning intentions & outcomes 	

BILLING DETAILS

<p>Client name & primary contact</p>	
<p>Address</p>	
<p>Phone number</p>	
<p>Email</p>	

BILLING ACCEPTANCE

I accept the above charges

<p>Full name & Date</p>	
<p>Signature</p>	

TERMS & CONDITIONS

Days of Significance: This includes NAIDOC Week celebrations, Reconciliation Week events, Survival Day, etc.

Welcome to Country Requests: Requests must be exclusively on Wadawurrung Country.

Booking Timeframe: Bookings can only be confirmed if the forms below are completely filled and emailed back to us at least two weeks prior to the event date.

Cancellation Policy: Any cancellations made less than 3 business days before the expected Ceremony date will incur 100% of the Ceremony fees.

Payment: Invoice payment must be made within 14 days from the issue date.

Pricing: All prices quoted are exclusive of GST.

Cancellation Procedure: Cancellations must be made in writing and sent via email to [insert email address].

Details for Better Preparation: The more comprehensive details provided in the booking forms, the better prepared we can be for your event.

Thank you for your attention to these guidelines. We look forward to providing you with a memorable experience.