

# Booking confirmation form

STATE LIBRARY OF VICTORIA EDUCATION PROGRAMS – SEMESTER TWO 2008 **ABN: 73 190 237 854**

## How to book

- > Identify the program(s) you would like to attend, and note your preferred dates.
- > Call 03 8664 7555 to make a provisional booking.
- > Complete your booking (with details from your telephone conversation), either online at [slv.vic.gov.au/education\\_programs](http://slv.vic.gov.au/education_programs), or by faxing this form to 03 9639 4143.
- > You will receive an email acknowledging and confirming your booking.
- > The Library will issue the school with a tax invoice for the amount payable, after the day of your visit.

## On the day of your visit

- > Payment is *not* required before or on the day of your visit.
- > Arrive at the Library at 328 Swanston Street at least five minutes prior to your booking. An Education staff member will meet you on the front steps.
- > It is preferred that students do not bring bags or other items, but if necessary bags etc can be stored in a free locker room (reserved for groups with bookings only).
- > No food or drink is allowed inside the Library.
- > Mobile phones must be turned off.
- > Cameras without flash are allowed in some spaces.

## SCHOOL INFORMATION

School name .....

Address .....

Suburb ..... Postcode .....

School's ABN .....

Teacher contact name .....

Telephone ..... Fax .....

Email .....

I would like to subscribe to the Education eNewsletter

School type (please tick):

Government  Independent  Catholic

Region (please tick):

Metropolitan  Non-metropolitan

## Terms and conditions

- > **Bookings must be made at least one month in advance.**
- > Submitting a booking confirmation form to the Library constitutes confirmation of your attendance and understanding of these terms.
- > It is your responsibility to indicate student numbers, and the amount payable for each program, correctly on your booking form.
- > Cancellation less than one month before the date of your booking will incur a cancellation fee of 50% of the amount payable for the booking.
- > Non-attendance at a booked program will incur a fee of 100% of the amount payable for the booking.
- > Changes to tax invoices cannot be made and refunds will not be paid.

## BOOKING DETAILS

Date of visit .....

Group 1: Start ..... Finish .....

No. of students .....

Group 2: Start ..... Finish .....

No. of students .....

Group 3: Start ..... Finish .....

No. of students .....

Group 4: Start ..... Finish .....

No. of students .....

(Groups must be a minimum of 14 students.)

Total number of students .....

Total number of teachers .....

Student year level .....

## PROGRAM INFORMATION

Please tick the program(s) you wish to attend. Costs indicated are per student.

|  | NO. OF STUDENTS | TOTAL COST |
|--|-----------------|------------|
| <b>VICTORIA – PEOPLE AND PLACES</b>  |                 |            |
| <input type="radio"/> PP100 <i>The changing face of Victoria</i> exhibition tour 60 mins <b>\$4</b>                            | .....           | .....      |
| <input type="radio"/> PP340 <i>The changing face of Victoria</i> exhibition tour & library orientation tour 90 mins <b>\$6</b> | .....           | .....      |
| <input type="radio"/> PP341 Burke and Wills workshop 90 mins <b>\$6</b>  | .....           | .....      |
| <input type="radio"/> PP342 Playful portraits with Leigh Hobbs 90 mins <b>\$6</b>  | .....           | .....      |
| <input type="radio"/> PP400 Super-sleuthing workshop 90 mins <b>\$6</b>  | .....           | .....      |
| <input type="radio"/> PP456 Making the Ned Kelly armour 90 mins <b>\$6</b>   | .....           | .....      |
| <input type="radio"/> PP457 <i>Buckley!</i> A theatrical performance 120 mins <b>\$8</b>                                       | .....           | .....      |
| <input type="radio"/> PP560 Puzzling Melbourne 90 mins <b>\$6</b>  | .....           | .....      |
| <input type="radio"/> PP600 Contesting Kelly 90 mins <b>\$6</b>  | .....           | .....      |
| <input type="radio"/> PP601 The Hoddle Waddle <b>FULL DAY \$12</b>   | .....           | .....      |
| <b>THE WRITTEN WORLD</b>   |                 |            |
| <input type="radio"/> WW100 <i>Mirror of the World</i> exhibition tour 60 mins <b>\$4</b>                                      | .....           | .....      |
| <input type="radio"/> WW340 <i>Mirror of the World</i> exhibition tour & library orientation tour 90 mins <b>\$6</b>           | .....           | .....      |
| <input type="radio"/> WW400 Make your own book 120 mins <b>\$8</b>   | .....           | .....      |
| <input type="radio"/> WW456 Medieval calligraphy workshop 120 mins <b>\$8</b>  | .....           | .....      |
| <b>KEITH MURDOCH GALLERY EXHIBITIONS</b>   |                 |            |
| <input type="radio"/> KMG100 <i>Sport and War</i> exhibition tour 45 mins <b>\$3</b>   | .....           | .....      |
| <b>RESEARCH SKILLS DEVELOPMENT</b>   |                 |            |
| <input type="radio"/> RSD100 Library orientation tour 45 mins <b>\$3</b>   | .....           | .....      |
| <input type="radio"/> RSD670 Research skills workshop 60 mins <b>\$4</b>   | .....           | .....      |
| <input type="radio"/> RSD671 Research skills workshop 90 mins <b>\$6</b>   | .....           | .....      |
| <b>Note: This form is not required to book a free teacher preview or a regional program</b>                                    |                 |            |
| <b>TOTAL COST (GST-free)</b> .....   |                 |            |
| <b>Notes:</b> .....  |                 |            |
| .....  |                 |            |
| .....  |                 |            |
| .....  |                 |            |
| .....  |                 |            |

OFFICE USE ONLY

Diary Staff TBI

Invoice number:

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