



90 Macquarie Street
PO Box 81
Dubbo, NSW 2830

P: (02) 6801 4460

F: (02) 6801 4469

E: odg@dubbo.nsw.gov.au

W: www.olderdubbo.org.au

Opening Hours & Days:

9:00am to 4:00pm

Gates Close for All Admissions 4:00pm.

Last Guided Group Admissions 2:00pm.

Monday to Sunday

Closed Christmas Day

*Old Dubbo Gaol is a facility
of Dubbo City Council.*

GROUP BOOKING: DAY TOUR INFORMATION SHEET

To help us provide the best possible service to your group, please complete and return this form with all information that is currently known.

Where the information is not presently available, please advise Old Dubbo Gaol as soon as the information becomes known. A Risk Assessment Form is available upon request.

The attached Booking Form is not a Confirmation and does not guarantee that the particular request can be fulfilled.

Once this form is received and final availability assessed, a Booking Confirmation notice will be forwarded with the information shown here together with any required amendments and charges assessed for the group.

Please ensure you check the Booking Confirmation notice when received.

ADMISSION PRICELIST -

All prices listed below include GST and are per person, except where state otherwise.

Prices are subject to change as of 1st July 2012.

ORGANISED GROUP TOURS: Self Guided

Group minimum 10 Pax.:

Adult	\$13.50
Concession/Pensioner	\$11.00
Student (16 years & above)	\$11.00
Child (5 years to 15 years)	\$4.50

Group minimum 50 Pax.:

Adult	\$10.00
Concession/Pensioner	\$8.00
Student (16 years & above)	\$8.00
Child (5 years to 15 years)	\$4.50

Accompanying Adults FREE[^]
([^]Ratio; 1 FREE Adult per 10 children/students)

Accompanying Adults \$12.00
(Under/Above [^]Ratio)

Group Carers/Leaders FREE

Tour Operators/Coach Captains FREE

ORGANISED SCHOOL TOURS only: Self Guided

Student (Pre-School)	FREE
Student (Primary)	\$4.00
Student (Secondary)	\$8.00
Student (Tertiary)	\$10.00

Accompanying Adults FREE[^]
([^]Ratio; 1 FREE Adult per 10 children/students)

Accompanying Adults \$12.00

(Under/Above [^]Ratio)

Teachers/Carers FREE

Tour Operators/Coach Captains FREE

UPGRADE BOOKING TO A FULLY GUIDED TOUR:

Per group booking \$100.00

CONDITIONS & REQUIREMENTS -

Group Minimums & Maximums

1. A minimum of 10 persons attending is required for Self Guided Rates and Tours.
2. A request for an 'upgrade to a Fully Guided Tour', must be made a minimum of 7 days in advance.
3. There is a maximum of;
 - 50 Primary school aged children per tour session, for Fully Guided Tours.
 - 40 Secondary school aged children per tour session, for Fully Guided Tours.
 - 40 Adults/Concessions per tour session, for Fully Guided Tours.

Charges and Payment

4. All patrons on a Group Tour are charged at the appropriate group tour rate for the type of tour booked.
5. A Group Tour must be paid for in one payment.
Payment may be in cash, by card (Mastercard/Visa/EFTPOS), by cheque made payable to Old Dubbo Gaol or an invoice can be sent to the nominated Booking Contact.
6. A minimum of 7 days in advance of the booking is required to secure the booking and for eligibility to receive Group Rates.
7. Final minimum numbers are required 14 days prior to the activity unless alternative arrangements are made with the Old Dubbo Gaol.
8. Payment of the appropriate balance of the booking is generally required on the day of the activity unless alternative arrangements, such as an invoice for payment, are made with the Old Dubbo Gaol.

Group Concessions

9. A Fully Guided Group Tour will be offered exclusive access to a tour guide.
10. Group Tours are only available during the advertised group admission times (9:00AM to 4:00PM) with last group admissions at 2:00PM.
11. Group Tours can be customised to suit individual organiser's requirements including content and length however adequate prior notice of requirements is requested.

Organisation

12. Old Dubbo Gaol will arrange the tour with the nominated Booking Contact as advised.
No arrangements will be made with any other person.
13. Still and video photographs for personal memorabilia are permitted to be taken within the Old Dubbo Gaol however images should not be taken of members of the public without their express permission. The images taken may not be used or published in any form including but not exclusively newspaper, magazine or websites without the prior approval from the Old Dubbo Gaol.



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GROUP BOOKING: DAY TOUR FORM

To help us provide the best possible service to your group, please complete and return this form with all information that is currently known.
Where the information is not presently available, please advise Old Dubbo Gaol as soon as the information becomes known.

TOUR DETAILS:

Day of Tour: _____ Date of Tour: / /

GROUP 1 - Time of Arrival: : AM/PM Time of Departure: : AM/PM

(If applicable)

Day of Tour: _____ Date of Tour: / /

GROUP 2 - Time of Arrival: : AM/PM Time of Departure: : AM/PM

Type of Tour: * *Minimum does not include Supervising Teachers/ Tour Leaders/ Carers/ Coach Captains/ Operators*

(Please TICK tour of choice)

- Fully Guided Tour – 1 hour** Min. 15 guests, Max. 50 guests per tour session* *Last available session at 2:00pm*
 Self Guided Tour – 1 hour Min. 10 guests* *Last available session at 4:00pm*

GROUP DETAILS:

Name of Group: _____ Group Leader: _____

Mobile Contact Number for day of tour (Group Leader/Coach Captain): _____

No. of Adults: _____ No. of Seniors/Concessions: _____

No. of Children (Primary): _____ No. of Students (Secondary/Tertiary): _____

No. of Supervising Teachers/Tour Leaders/Carers/Coach Captain/Operators: _____

Optional – KLA, Special Group Requirements etc.:

BOOKING CONTACT DETAILS:

Company/Group Name: _____ Company/Group Contact: _____

Mailing Address: _____

City/Suburb: _____ State: _____ Postcode: _____

Telephone: () Fax: ()

Email: _____

Name of person making the booking (if different to above): _____

Please return this completed 'Group Booking: Day Tour Form' to; Fax: (02) 6801 4469 or Email: odg@dubbo.nsw.gov.au

THANK YOU FOR YOUR BOOKING REQUEST!

Please contact Old Dubbo Gaol on (02) 6801 4460 if you do not receive Booking Confirmation within 5 days.

The Old Dubbo Gaol looks forward to seeing your group!