



BOOKING REQUEST FORM - GROUP

Refer to the information on the back of this document before you return your booking request form.
This is a booking request form only – pending confirmation from the Tweed Regional Gallery.
Please make only one booking per form.



GROUP INFORMATION

Group Name	<input type="text"/>	Date Booking Request sent to TRG	<input type="text"/>
Organiser Contact Name/s	<input type="text"/>		

BOOKING PREFERENCES – WEDNESDAY – SUNDAYS ONLY

	Date (dd/mm/yyyy)	Arrival Time (hh:mm)	Departure Time (hh:mm)
First preference	<input type="text"/>	<input type="text"/>	<input type="text"/>
Second preference	<input type="text"/>	<input type="text"/>	<input type="text"/>
Third preference	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of visitors	<input type="text"/>	Number of staff	<input type="text"/>
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Any other information, including visitors with special needs.

Topic or reason for your visit: please note any area of focus/interest or exhibition preference

BOOKING INFORMATION Type of booking, please specify (see notes overleaf):

Self-guided visit Guided tour/Talk - \$2pp 10.30am 1.30pm

METHOD OF PAYMENT

Credit Card Cash/Cheque on the day Request Invoice please provide ABN below

CONTACT DETAILS

Telephone	<input type="text"/>	Mobile	<input type="text"/>
Facsimile	<input type="text"/>	Email	<input type="text"/>
Postal address	<input type="text"/>		ABN <input type="text"/>

CAFÉ REQUIREMENTS

Does the group require service from the Gallery Café? Yes No

If so, please contact the Café directly: (02) 6672 5088 email: home@tweedgallerycafe.com.au

CONFIRMATION

RETURN VIA E-MAIL: GalleryEducation@tweed.nsw.gov.au FAX: (02) 6670 2797 Post PO Box 816 Murwillumbah NSW 2484. Confirmation will be sent within 14 days of the receipt of this booking request. Bookings are not confirmed until you receive a Booking Confirmation Form. For assistance or further information Telephone: (02) 6670 2790

Please send confirmation of my booking by Fax Email Post



INFORMATION FOR GROUP VISITS

BOOKING YOUR VISIT

- All groups and bus companies intending to visit the Gallery are required to book in advance. Some Gallery areas are in high demand and booked groups have priority access
- A minimum of 1 weeks' notice is required for a self-guided visit
- A minimum of 3 weeks' notice is required for a serviced visit (Gallery Guides are volunteers and need to be booked in advance so requests for a Gallery tour or talk should be lodged as early as possible)
- No tours or group bookings available on Monday or Tuesday
- Please complete the Booking Request Form provided and note that we cannot take tentative bookings
- Any changes to bookings will only be accepted in writing, by fax or email

BEFORE YOU MAKE YOUR BOOKING

- If possible, visit the Tweed Regional Gallery & Margaret Olley Art Centre in advance
- Determine the timeframe and structure of your visit. Plan for at least a minimum 1.5 - 2 hours duration
- Check whether your visit will be affected by NSW Daylight Savings Time (DST)
- Consider your desired outcomes and which combination of booked services, experiences and resources can best suit your needs. If you require more information or advice, please contact the Gallery
- Include 3 possible dates and times
- Consider whether you will require the Café for morning/afternoon tea or lunch. If so, please telephone the Cafe management on (02) 6672 5088 or email: home@tweedgallerycafe.com.au to discuss your requirements. The Gallery Café is open from 9.00am to 5.00pm Wednesday to Sunday. Set menus are available for larger groups
- Consider whether to include a visit to the Tweed Regional Museum as part of your itinerary. Please contact them directly for bookings. (02) 6670 2493 or email trm@tweed.nsw.gov.au The Museum is open Tuesday to Saturday 10am - 4pm. Website: museum.tweed.nsw.gov.au

WHAT WE CAN OFFER YOUR GROUP WHEN YOU VISIT

SELF GUIDED VISIT - Free

- We ask bus companies to let us know of their planned visit to ensure that it is a valuable and enjoyable experience, and that not too many groups arrive at the same time. Please note that some days may be very popular and you will be requested to nominate another possible date
- Please complete the Group Booking Request Form and email or fax to the Gallery at least 3 weeks prior to the visit

GALLERY TOURS – Free | DAILY 11.30am - Wednesday to Sunday

- Hosted by our trained Volunteer Gallery Guides at 11.30am, Wednesday to Sunday EXCLUDING PUBLIC HOLIDAYS
- The tours last approximately 40 - 45 minutes and provide a glimpse into the history of the Gallery, the exhibitions on display and the Margaret Olley Art Centre
- To join the free tour, visitors assemble and meet the Volunteer Gallery Guide in the Foyer at 11.20am for an 11.30am start. Bookings for the Daily Tours are not necessary
- **These tours are for the general public and are not available for large groups unless you are a group of fewer than 10 people**

SPECIAL GALLERY TOURS - \$2.00 per participant which is payable in a single payment

- We offer Gallery tours for groups at either 10.30am or 1.30pm upon request
- Three weeks' notice is required - please request tours via the Booking Request Form
- Volunteer Gallery Guides or the Education Officer will conduct the tour if available
- Exhibition talk/tour duration 40 – 45mins
- If you are booking a tour as part of your visit, please ensure the group arrives in time to commence the tour promptly. If needed, allow time for refreshments and toilet breaks before the tour. Note that the Café is open from 9.00am but the Gallery does not open until 10.00am

CAR PARKING AND ACCESSIBILITY

The Gallery has disabled facilities, including a lift and set down area, undercover parking and a two bay bus parking area. The Gallery provides wheelchair access and hire, disabled car parking and a free research library.

PLEASE TELEPHONE US FOR ASSISTANCE OR FURTHER INFORMATION: (02) 6670 2790