



Group Visit Booking Request

OLD GOVERNMENT HOUSE

To request a group booking please complete this form and email to ogh@nationaltrust.com.au

VISITOR INFORMATION	
Group name:	Group size (minimum 20):
Contact name:	
Contact email:	
Contact phone:	
Contact name and phone details on the day (if different from above):	

BOOKING DETAILS		
Day:	Date: / /	
Estimated arrival time:	Group tours can be booked from 10am with last tour starting at 3pm.	
Estimated departure time:		
GROUP VISIT OPTIONS (please select one)		
	Price per person	Number of people (minimum 20)
SELF-DISCOVERY: Introduction and self-guided tour (allow 45 minutes) Experienced guides will give you an introduction and then you are free to discover the house and exhibition.	\$12	
HOUSE TOUR: Guided House tour (allow 60 minutes) Expert guides lead your around the house and then allow time for a self-guided visit of the exhibition.	\$12	
HOUSE AND EXHIBITION TOUR: Guided House and Exhibition tour (allow 90 minutes) A fully guided tour of both the house and exhibition	\$15	
THE FULL EXPERIENCE: Guided House and Experiment Farm Cottage tour plus Exhibition visit (allow 3-4 hours) Fully inclusive guided experience of both properties and self-guided exhibition visit. Transport not included.	\$20	
GUIDE BOOK: Old Government House	\$5	
GUIDE BOOK: Old Government House and Experiment Farm Cottage	\$9	

ACCEPTANCE OF TERMS AND CONDITIONS	
As representative of the group, I confirm that I have read and accept the terms and conditions outlined in the Group Visit Guide.	
Print name:	Signature:

IMPORTANT INFORMATION	
Booking confirmation	Not all tour options are available every day the property is open. Your booking and a schedule for your visit will be confirmed in writing.
Payment	Invoices will be issued for all payments. Final numbers are required at least 10 days prior to the date of visit. Full payment is required before your visit. Please see full terms and conditions attached.
Group size	Minimum group booking number is 20 people. Maximum of 40 people in the house at any one time. Large groups may be split into smaller groups within the house and gardens
Arrival times	We cannot guarantee guide availability if your group arrives later than the confirmed time.
Opening hours	Old Government House opens at 10am and closes at 4pm.
Coach/car parking	Main entry is via Pitt Street. Free parking for cars and coaches in Parramatta Park. A parking permit is available for coaches. Drop off and pick up available at Visitor Reception.
Accessibility	There are two steps up to the house and two flights of stairs separated by a landing to the first floor. There is no lift within the house. There are wheelchair accessible toilet facilities. Portable ramps are provided for house access.
Wet weather	There are limited undercover areas in the grounds. Visitors should be prepared for all weather events.

OFFICE USE ONLY		
Booking taken by:	Date taken:	Confirmation date:
Program confirmed:	Invoiced:	Payment received: