



PROFESSIONAL LEARNING BOOKING REQUEST FORM

YOUR DETAILS

Organisation Name:

Organisation Address:

Suburb: Postcode:

Organisation Phone:

Contact Person: Mobile Number:

Contact Email:

Copy of Invoice Email:

WORKSHOP DETAILS

Day: Date:

Day: Date:

Day: Date:

Please complete the table below so we know how many attendees you have in your group:

	WORKSHOP NAME	NUMBER ATTENDEES	LOCATION (Bold Park/Kings Park)	SPECIAL REQUIREMENTS (e.g. gluten free, wheelchair access, limited mobility)
Group 1				
Group 2				
Group 3				
Group 4				
Group 5				
Group 6				



ADDITIONAL INFORMATION

Please indicate any specific learning outcomes you wish to achieve from this workshop:

GREEN ROOM HIRE - KINGS PARK EDUCATION CENTRE

Do you wish to include Green Room hire before or after your Professional Learning Workshop

Yes No

The Green Room can be hired for up to 4 hours in conjunction with a professional learning program between 8.00am - 4.00pm, subject to availability.

Will the hire require access to the audio-visual system?

Yes No

BOOKING FEES

Kings Park Education and Learning programs are charged per student. **All prices include GST.**

- Minimum booking fees apply.
- Teachers and supervising adults are free of charge.
- Payment can be made via electronic funds transfer (EFT) or credit card.
- You will receive a tax invoice for the number of participants booked to attend within one week of your workshop. Please pay the tax invoice within 7 days of your workshop.
- You will receive an email confirming your booking once we have received this completed form.
- Kings Park Education and Learning reserves the right to cancel a booking at any time.

KINGS PARK EDUCATION AND LEARNING FEE STRUCTURE

PROGRAM	FEE PER STUDENT	MINIMUM
Professional Learning Workshops (Adult) 4 hours	\$50.00	\$750.00
Green Room Hire (up to 4 Hours) with a professional learning workshop	\$250.00	\$250.00



PRE-EXCURSION CHECK LIST

- I have read and agree to the Kings Park Education and Learning cancellation policy (www.bgpa.wa.gov.au).
- I will advise Kings park Education and Learning of any changes via email education@bgpa.wa.gov.au to the booking confirmation.
- I understand that the invoice will be raised based on the number of attendees booked. If there is a significant change in numbers, I will contact the booking officer via email education@bgpa.wa.gov.au before or on the day of workshop.

How did you find out about the programs offered by Kings Park Education and Learning?

- Website
- Previous visit
- Instagram/Social Media
- Newsletter
- Colleague
- Other: _____

Would you like to be added to the quarterly Kings Park Education and Learning e-newsletter?

- Yes
- No

Thank you

We look forward to welcoming you at Kings Park Education and Learning soon.