



## SCHOOL BOOKING REQUEST FORM

### Booking Request Details

Note: If your preferred dates and times are not available, the School Bookings Office will contact you to offer alternatives. To assist with your date selection, please refer to the Parliamentary sitting calendar [www.aph.gov.au/calendar](http://www.aph.gov.au/calendar)

1st Preference Day Month Year Start time

2nd Preference Day Month Year Start time

Tour Yes No Comments

PEO Yes No Comments

Hospitality Yes No Comments

Year level Number of students Number of teachers Total attendees

### School details

Full name of school

Street address

Suburb State Postcode

Electorate

Phone Email

Organising teacher's name Mobile

### Agent details – Only complete this section of the form if you are an agent booking on behalf of a school

An agent acting on behalf of a school is required to attach supporting documentation, such as a copy of the signed excursion agreement (or equivalent), as proof of engagement and confirmed intention to visit APH on the date requested. Bookings cannot be confirmed based on quotes or proposed itineraries.

Name Company

Phone Email

### Considerations

For example: Accessibility, dietary requirements, adapting learning experiences

**Option 1** - If using Internet Explorer as your browser, you may fill in the form online, click the **Submit** button and an email will be launched with the PDF form attached ready for you to send.

**Option 2** - If using any other browser or you're experiencing an issue with the submit button, the form may be filled out on-line, then printed or saved. Alternatively the form may be printed as a blank form and written out. Completed forms should then be attached to an email addressed to [school.bookings@aph.gov.au](mailto:school.bookings@aph.gov.au).