



SCHOOL BOOKING REQUEST FORM

Booking Request Details

Note: If your preferred dates and times are not available, the school booking office will contact you to offer alternatives. To assist with your date selection refer to the Parliamentary sitting calendar 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 Other Adults

Total Attendees

School Details

Full name of school

Street address

Town/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*

Name

Company

Phone

Email

Special Requirements

For example: Mobility issues, language requirements, home school, Indigenous group, learning/behavioural issues

Option 1 - If using **Internet Explorer** as your browser, you may fill in the form on-line, 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.