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| 3137 IAG_Mono | **GROUP BOOKING REQUEST FORM** |
| **ENTRANCE** **POST****TELEPHONE** **EMAIL | WEBSITE** | Nicholas Street Ipswich CBD(between Brisbane & Limestone Sts)PO Box 191 Ipswich Queensland 4305 **07 3810 7222** info@ipswichartgallery.qld.gov.au | [www.ipswichartgallery.qld.gov.au](http://www.ipswichartgallery.qld.gov.au) |
| **PROGRAM/TOUR/EXHIBITION** |  |
| **ORGANISATION** |  |
| **CONTACT PERSON** |  |
| **EMAIL** |  |
| **POSTAL ADDRESS** |  |
| **PHONE** |  | **MOBILE (required)** |  |
| **PREFERRED TIME & DATE** 1st Preference | DAY |  | TIME START: |  |
| DATE |  | TIME FINISH: |  |
| **PREFERRED TIME & DATE** 2nd Preference | DAY |  | TIME START: |  |
| DATE |  | TIME FINISH: |  |
| **PREFERRED TIME & DATE** 3rd Preference | DAY |  | TIME START: |  |
| DATE |  | TIME FINISH: |  |
| **NUMBER OF ATTENDEES**(Please note Student & Teacher Numbers if Educational Group) |  |
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| Do any of your group have special needs? Please specify.  |
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| **Cancellation Policy: The Gallery must be notified of a cancellation at least 2 days prior to excursion date.** |
| **Conditions of Visit:** * Groups must book at least 10 days in advance.
* Ipswich Art Gallery cannot guarantee that the preferred day or time will be available.
* Recommended minimum Student:Teacher/Adult Ratios, 5:1 (Kindergarten-Year 3), 10:1 (Years 4-7), 15:1 (Years 8-12)
* Large groups may be arranged into smaller groups for the duration of the visit.
* No bags, drinks, food or flash cameras allowed. Cloaking facilities are available, though limited.
* If the booking is for a ticketed exhibition/ event, groups must pay the relevant fee per person. Payment by EFTPOS & credit cards accepted. Invoices issued by arrangement.
* All bookings are subject to change in line with government restrictions.
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| **RETURN COMPLETED FORM TO:** |
| **EMAIL** info@ipswichartgallery.qld.gov.au |
| The Gallery will contact you to organise any further details and confirm your booking. |

COLLECTION NOTICE: Ipswich City Council is collecting your personal information so that we can assist you with your enquiry. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent.

By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council’s Privacy Statement, Personal Information Digest and this collection notice.

For more on Council’s Privacy Policy go to <http://ipswichartgallery.qld.gov.au/privacy-policy>