

Group Booking Request

Please Complete the following form and email to bushcapitalodge@ymca.org.au or fax to (02) 6162 1984.
We will confirm acceptance of your booking request via email. To secure this booking you must pay an initial booking fee within 14 days of our confirmation.

Group Name:

Primary School Secondary School Sport Other

Group Leader (name):

Phone Number:

Mobile:

E-mail:

Postal Address:

Emergency Contact:

Phone Number:

Check in date:

___ / ___ / ___

Check out date:

___ / ___ / ___

Estimated arrival time:

am

pm

Estimated departure time:

am

pm

Total group number:

Number of teachers/supervisors: Male: _____ Female: _____

Number of students: Male: _____ Female: _____

Number of coach drivers: Male: _____ Female: _____

Full Catering Required?

(this includes breakfast, lunch & dinner for duration of your stay)

Yes

No

*If catering is required, the Catering Form below must be completed and returned with your booking request

Catering Form



Name of Group:

Please complete this form to indicate your catering requirements.

Please indicate the total number of people requiring meals:

Unless you have a whole of lodge booking your groups meal times will be allocated to best meet the requirements of all groups in the lodge. Please indicate your preferred breakfast and dinner times and if lunch is required: Breakfast service 6.30-8.30am, Dinner service 5.30pm - 8.00pm.

Breakfast, Lunch & Dinner

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Breakfast	am	am	am	am	am	am	am
Lunch	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>
Dinner	pm	pm	pm	pm	pm	pm	pm

Please indicate in the following table whether additional morning or afternoon tea is required and your preferred item e.g. muffins, cake, slice, extra fruit or water etc.

Morning and Afternoon Tea

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
M/Tea	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>
A/Tea	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>

Items preferred: _____

Please indicate any known Special Dietary Requirements, or Birthdays for your group.

You will be required to submit a Final Catering Form based on final group size and listing all special dietary requirements no later than 14 days prior to arrival at the Bush Capital Lodge.