

## Group Information Form

School/Group

Postal Address

Suburb

State

Post Code

Contact Person

Phone

Mobile

Email Address *(essential)*

*Fill in the Group Leader's information (contact person while on Rottnest Island) only if **different** to the Contact Person.*

Group Leader's Name

Group Leader's Mobile *(essential)*

Group Leader's Email Address

Year Level/s

Total Students

Total Staff/Adults

Arriving Rottnest Date

Type of Stay

Day Trip

Extended Stay

Departing Rottnest Date

Where will you be staying?

Is there anything that we need to know about your students? (i.e. wheelchair access, Education Support, etc.)

Will your group have bikes?

Yes

No

Undecided

***If not, make sure you place a call to Rottnest Island Pedal & Flipper on (08) 9292 5105 to get a great deal on group rates. Alternatively email: [bike.hire@rotnnestisland.com](mailto:bike.hire@rotnnestisland.com)***

## Self-Guided Activity Kits

To hire any of our Self-Guided Activity Kits please choose options from the table below. Choose your activities from our Education page at [www.rotnnestisland.com/education](http://www.rotnnestisland.com/education)

Activity Kit <i>(Please tick)</i>	Start Date		Finish Date		Pick-up Time 8:00am - 3:30pm	Drop-off Time Latest 3:30pm
Adventure Challenge Cycle Race <i>(Bikes required)</i>	/	/	/	/		
Adventure Challenge Foot Race	/	/	/	/		
Beach Clean Up	/	/	/	/		
Compass Challenge	/	/	/	/		
Curious Quokkas	/	/	/	/		
Cycle Safety <i>(Bikes required)</i>	/	/	/	/		
Orienteering <i>(Bikes required)</i>	/	/	/	/		
Seasons of Wadjemup	/	/	/	/		
Sustainability Challenge <i>(Bikes required)</i>	/	/	/	/		
Tidal Treasures	/	/	/	/		

# Activity Request Form

To facilitate your booking as best as we can, please complete the Activity Request Form below.

Choose your activities from our Education page at [www.rotnestisland.com/education](http://www.rotnestisland.com/education)

Time / Date	Monday / /	Tuesday / /	Wednesday / /	Thursday / /	Friday / /	Sat or Sun / /
<b>Special Request Lighthouse Tours Available between 9am - 11am</b>	Lighthouse  Time :  pax	Lighthouse  Time :  pax	Lighthouse  Time :  pax	Lighthouse  Time :  pax	Lighthouse  Time :  pax	Lighthouse  Time :  pax
<b>9:30am</b>	Oliver Hill Train and Tour pax	Oliver Hill Train and Tour pax	Oliver Hill Train and Tour pax	Oliver Hill Train and Tour pax	Oliver Hill Train and Tour pax	Oliver Hill Train and Tour pax
<b>10:30am</b>	Oliver Hill Train and Tour pax	Oliver Hill Train and Tour pax	Oliver Hill Train and Tour pax	Oliver Hill Train and Tour pax	Oliver Hill Train and Tour pax	Oliver Hill Train and Tour pax
<b>12:30am</b>	Oliver Hill Train and Tour pax	Oliver Hill Train and Tour pax	Oliver Hill Train and Tour pax	Oliver Hill Train and Tour pax	Oliver Hill Train and Tour pax	Oliver Hill Train and Tour pax
<b>Choose Time :</b>	pax	pax	pax	pax	pax	pax
<b>Choose Time :</b>	pax	pax	pax	pax	pax	pax
<b>Choose Time :</b>	pax	pax	pax	pax	pax	pax
<b>Choose Time :</b>	pax	pax	pax	pax	pax	pax
<b>Choose Time :</b>	pax	pax	pax	pax	pax	pax
<b>Choose Time :</b>	pax	pax	pax	pax	pax	pax

NOTE: Submission of this form is for request ONLY; it does not finalise your booking. We will acknowledge receipt of this form, normally within 1-2 working days. If you haven't heard from us within this period please contact us immediately.

**Please read the Terms and Conditions overleaf, then tick acceptance below.**

By ticking this box you are acknowledging that you have read and accepted the bookings terms and conditions.

Date of Acceptance

Name

Please save your completed form and email to  
[education@rotnestisland.com](mailto:education@rotnestisland.com)

# Following are terms and conditions to booking educational activities on Rottnest Island.

## Terms and conditions

The following are the terms and conditions for the Rottnest Island Education Program. Please read this information carefully before selecting your preferred activities. If you have any queries please don't hesitate to contact the education team at [education@rottnestisland.com](mailto:education@rottnestisland.com) or call (08) 9372 9702.

## Advance Booking

In order to allow for processing and payment of activities it is preferred that all bookings be received at least **4 weeks prior** to the activity. Payment for all bookings **must** be received in full **one week prior** to coming to the Island, unless special arrangements have been made. No payments will be accepted on the Island.

## Number of Participants

The maximum number of participants for each group is 30; however for some it is fewer, so be sure to check the activity information.

## Duty of Care

Although Rottnest Island Authority Staff & Voluntary Guides are fully trained, they do not replace your responsibilities for the duty of care of the students. Schools must ensure every 10 students are accompanied by a responsible adult (based on Year 3 and up, a ratio of 1:5 applies for younger groups). A Safety Pack including general safety information, emergency procedures and contact details are available on our website.

## Administration and Change of Booking Fee

Education activities operate at a highly subsidised rate. All bookings incur a necessary **administration fee of \$50**. If changes are made to a booking after approval of the provisional itinerary, a **fee of \$20** may be charged. Bookings made for times outside of normal office hours will incur overnight and/or after hours fees.

## Late Policy

All activities start strictly on time. RIA staff and Volunteer Guides will wait 10 minutes for your group and will attempt to contact you. Groups who are not at their specified location at the start of the activity risk having the activity cancelled. No refunds are given for cancelled activities due to non-attendance or failure to pick-up or conduct kits.

## Time between activities

Please note that although ferries run on time there may be a delay in disembarking or due to weather, and therefore it is best to allow at least 45 minutes after estimated landing time to get to your first activity.

Although the distances between areas on the island seem small, please remember that travel by foot or by bike can often take longer than expected. You should leave reasonable time between activities to ensure all students can arrive comfortably. If you are not sure about the time it takes to get between areas of the island, our friendly staff can advise you.

## Cancellation Policy

### *Cancellation Fees (including GST)*

50% of total cost:	If a booking is cancelled less than one week prior to the date booked.
Full Charge:	If a group cancels within 24 hours, does not show up for the activity or is more than 10 minutes late for an activity.

### *Inclement Weather*

- Groups unable to travel to Rottnest Island due to the cancellation of their scheduled ferry will be refunded the payment for activities, minus the booking fee; or a full credit to attend activities at a later date.
- If the weather appears unsuitable at the time of the activity, the group are still required to attend the booked session unless they have been advised by the education team that the activity is cancelled. Failure to do so will still result in full payment required.

