



Guided walk group booking form

Please note that bookings are not confirmed until you have received notification from the Roma Street Parkland Administration office.

Name of group

Day and date of booking

Contact person

Contact number (home)

Contact number (work)

Contact number (mobile)

Email address

Mailing address

Meet and greet person

Tour time

Location to meet guests

Number of guests

Special requirements

Submit form to the Administration Office:

Postal address

PO Box 13146

Brisbane George St Qld 4003

Email address

rsp@romastreetparkland.com

Address

1 Parkland Boulevard

Brisbane Qld 4000

Fax number

(07) 3006 4546

Has the group been informed?

- Please ensure your group members bring a hat, sun screen and bottle of water for the walk.
- In the event of cancellation we require at least 2 hours notice before the walk—please call the Parkland Administration Office on 07 3006 4545.

Office use only

- Roster volunteers onto walk
- Enter into EventPro
- Advise Volunteers of walk arrangements, by sending a copy of the payment and event summary sheet
- Place copy of form into the volunteer diary on the date of the booking
- Confirm group's booking arrangement (one week prior to walk), by ringing and posting payment and event summary sheet with walk arrangement map
- Confirm guide's availability (one week prior to walk)