

Corporate Challenge Activities



Booking Request Form

Thank you for choosing a Corporate Challenge Activity, hosted by the Community Engagement Unit. To help us best facilitate your booking request please provide as much information as possible on this booking request form.

Your Details

Date: _____

Organisation: _____

Contact Person: _____

Contact number: _____

(work)

(fax)

(mobile)

(mobile – whilst on Island)

Email address: _____

Postal Address: _____

(Suburb)

(postcode)

Booking Request Details

Name of event: _____

Date/s of arrival: _____

Date of departure: _____

Total number of participants: _____

What are the expected outcomes of the event, conference or day tour?

How did you hear about our Corporate Challenge Activities?

What activities would you like?

Participant #

Date of activity

Time requested

Activity 1 - _____

Activity 2 - _____

Activity 3 - _____

Is there anything else we should know about your group? (eg. Mobility, special interest etc)

Please send your completed Booking Request Form to:

POST: Community Engagement – Rottnest Island Authority

PO Box 693

Fremantle WA 6959

FAX: (08) 9432 9301

EMAIL: education@rotnnestisland.com

On completion of this form you will be provided with a detailed suggested itinerary and quote.

If you have any further questions please do not hesitate to contact us on (08) 9372 9712.

Corporate Challenge Activities



Terms and conditions

Following are the terms and conditions for the Corporate Challenge Activities. Please read this information carefully before completing the request form.

Confirmation of activities

Confirmation of all activities is to be received at least 4 weeks prior to the event. This should also include indicative numbers so best planning strategies can be implemented; however minor changes (1-2 participants) can be made up until 2 weeks prior. Once numbers are confirmed the organisation will be charged for the confirmed number of delegates regardless of cancellations.

Cancellation policy

- If a booking is cancelled less than one week prior to the date booked the client will be charged 50% of the total cost of activities.
- If a group cancels within 24 hours, does not show up for the activity or is more than 10 minutes late for an activity the client will be charged the full rate of the activities.

Inclement weather

- Groups unable to travel to Rottnest Island due to the cancellation of their scheduled ferry will be refunded the payment for activities.
- Outdoor sessions may have to be cancelled if the weather is unsuitable. Alternative sessions will be arranged where possible. In these cases where sessions are cancelled by RIA staff due to the weather, the full payment for the cancelled activity will be refunded.
- 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 Education that the activity is cancelled. Failure to do so will still result in full payment required.

Indemnity

The Rottnest Island Authority (RIA) has general and public liability insurance which includes all activities run by the RIA. Rottnest Island Authority's certificate of currency can be provided upon request if required.

Further requests and office hours

The normal office hours for Island staff to conduct activities commence at 9.00am and close at 4.00pm, Monday to Friday inclusive (excluding public holidays). Any requests for activities outside of these hours may incur additional after hours cost and / or stay over allocations. Please consider this when requesting your activity times and contact our office for an accurate quote and availability.

By special request, further guided tours can be delivered upon request by experienced guides from the Rottnest Voluntary Guides Association (RVGA). Prices do apply and will be provided to you upon receipt of a booking request form.

I have read and accept the terms and conditions for booking Corporate Challenge Activities.

Organisation: _____

Contact: _____ Signed: _____
(Please Print Name)