



GROUP BOOKING REQUEST FOR QUOTATION

V1.0 MAY 2025

Thank you for requesting a group booking at the Sydney Bus Museum. Group bookings are a great way to experience the museum tailored to your groups needs and requirements.

Bookings should be made no less than 30 days before the date of the booking.

Please complete the below form and email to info@sydneybusmuseum.com

Group bookings typically run from 10:30am to 12:30pm on days the Museum is not open. We can tailor timings to suit your groups and their needs. See website for itinerary information.

PLEASE PRINT

Date of request:/..../20....

Type of booking requested (tick): School group Seniors group
 Birthday party Tour group Other group

Iam requesting a group booking quotation

for (Organisation or group name, The Hirer)

on/...../..... from : to :

Contact details: Name: Email:

Postal address:

Hirer's phone number:

Number of expected guests (max 60 students plus staff or 50 for other groups plus coach driver):

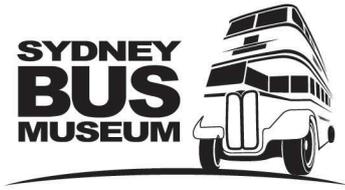
Adults: Children: Concession/Seniors:

Bus ride route request (please tick): Rides last for approximately 45 minutes.

| Sydney Bus Museum, Leichhardt to (as below) and return: | | | |
|---|---|--------------------------|--|
| <input type="checkbox"/> | Milsons Point, Luna Park via Anzac Bridge and Sydney Harbour Bridge | <input type="checkbox"/> | Booking is on a Sunday Open Day – Standard Operating Route Applies |
| <input type="checkbox"/> | Huntleys Point via Rozelle and Gladesville Bridge | <input type="checkbox"/> | OR; No Bus ride required |

Note: A double decker bus will be supplied, if a specific bus is requested this must be raised at the time of quotation. We cannot guarantee the requested bus will be available on the day.

Other special requests:



Terms and Conditions

1. On acceptance this request will become a commercial agreement between Sydney Bus Museum Limited and the hirer.
2. A deposit of \$100 is required upon your acceptance of the quote to secure the booking.
3. Sydney Bus Museum will charge the Hirer the applicable minimum fee (see table below) to open and operate the museum. *Currently \$300 for School Groups, \$315 for all others.*
4. We are unable to provide seatbelt equipped buses. Museum buses do not have Seatbelts fitted and are preserved for the period they represent.
5. The Hirer shall advise the Transport Operator that Parking should be limited on site, and is only available to *rigid 2-axle buses*.

I , acting on behalf of the hirer, acknowledge that I have read and understand all of the terms and conditions and that an invoice will be issued upon acceptance of the quote.

Signature of person booking: **Date**/...../.....

SCHEDULE OF FEES – Subject to change

Group Visits

| School groups (standard entry less \$1) | Per person | Minimum |
|---|------------|---------|
| Rate per child/student | \$10 | \$300 |
| Additional adults above the free allowance | \$21 | |
| Deposit on acceptance (non refundable for no-shows) | \$100 | |
| Standard inclusions | | |
| Maximum 60 students per session | | |
| One bus ride ~45 minutes duration | | |
| Two teachers per group admitted free of charge | | |
| Coach or bus driver admitted free of charge | | |

| General groups (standard entry less \$1) | Per person | Minimum |
|--|------------|---------|
| Adult | \$21 | \$315 |
| Concession | \$15 | |
| Child | \$10 | |
| Deposit on acceptance (non refundable for no-shows) | \$100 | |
| Inclusions | | |
| Maximum 50 persons per session (i.e. coach load) | | |
| One bus ride ~45 minutes duration | | |
| One tour organiser and one coach or bus driver admitted free of charge | | |



OFFICE USE ONLY

CHECKLIST

| TASK | RESPONSIBLE OFFICER | Completed |
|---|---------------------------------|--------------------------|
| Quote request received, approved, and forwarded to Finance Officer | GM or Operations Manager | <input type="checkbox"/> |
| Quote issued and sent to hirer | Finance Officer | <input type="checkbox"/> |
| Quote accepted, Invoice Issued | Finance Officer | <input type="checkbox"/> |
| Booking loaded in HOPS roster | Operations Manager | <input type="checkbox"/> |
| Movement added to calendar | Vehicle Registrar | <input type="checkbox"/> |

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