

# Working Spaces 4 for Museum Volunteers

## EARLY – BIRD REGISTRATION

Save \$60.00 - Offer closes Friday 16 July

**IMPORTANT: Please read both sides of this information form before you complete your registration.**

### Select your registration package:

Working Spaces 4 is fully live-in. Sorry - no day visitors

The fee quoted is all-inclusive – registration, accommodation and all meals.

Four types of accommodation are available –

- (1) Single rooms\* with shared facilities.
- (2) Double rooms\*\* with shared facilities
- (3) Twin room\*\*\* with shared facilities.
- (4) Twin en-suite rooms\*\*\*.

Single and double bookings will be accepted for the double rooms with shared facilities

A booking for two persons only will be accepted for a twin room with shared facilities.

Reservations are available for single and dual occupancy of the twin en-suite rooms.

Should you elect to take a single occupancy of an en-suite room there is a premium of \$110.00

(\*) *The single rooms with shared facilities are on two levels. There is no lift though there is a ramp to the upper level.*

(\*\*) *The double rooms with shared facilities are on the ground level*

(\*\*\*) *The twin rooms with shared facilities and all en-suite rooms are on the second level and are accessible by a lift and stairs.*

### Select your registration package and enter the details on your Registration Form

The amount stated includes your registration fee, accommodation and all meals plus GST

PACKAGE	COST PER PERSON
Single room with shared facilities.	\$ 335.00
Double room with shares facilities	\$ 335.00
Twin room with shared facilities	\$ 335.00
Twin en-suite room - dual occupancy	\$ 365.00
Twin en-suite room - single occupancy	\$ 475.00

There are limits for each type of accommodation.

Should your nominated accommodation be unavailable we will contact you

For help or enquiries telephone 02 6385 1120 or email [henwoodhouse@bigpond.com](mailto:henwoodhouse@bigpond.com)

Please read the Conditions (*over-page*) before lodging your registration.

The receipt by Museums Australia - Lachlan Chapter of your Registration Form implies that you have read and accept the Conditions.

# *Working Spaces 4 for Museum Volunteers*

## **CONDITIONS**

### **PLEASE READ BEFORE COMPLETING YOUR REGISTRATION FORM**

1. A separate form must be used for each registration.
2. Only fully paid and correctly completed registrations (*both sides*) will be processed.
3. Persons requiring dual room occupancy accommodation, in any form, must notify the name of the person that they will be sharing their accommodation with at the time of registration.

Registration will only be processed on receipt of registration forms from both persons.

4. Working Spaces 4 program choices will be allocated in the order that they are received.

Should the first choice be unavailable the next available preference will be allocated

Multiple registrants (*up to 3 persons*) from the same organisation are requested to choose different Working Spaces. Session duplication will only be accepted when the registration exceeds 3 people.

5. The nominated registrant(s) may be changed without penalty until Friday 13 August 2010. Session topics initially selected cannot be changed and will be transferred to the new registrant. An administration fee of \$50.00 per person will apply from 13 August to Friday 24 September. All changes must be in writing accompanied by the fee.

Change of the nominated registrant(s) may be accepted after 24 September at the discretion of the Chapter. In such circumstances the new registrant assumes for the purposes of the conference 'the identity' of the person(s) that they replace.

6. Cancellations must be in writing. A fee of \$150.00 per person will apply to cancellations received on or before Friday 16 July 2010. No refunds will be made after this date.
7. We will communicate with you by telephone, post, or email, or any combination thereof. Whilst every effort will be made on our part to ensure delivery we are unable to accept responsibility for incorrect advice or non-receipt or non-delivery by third parties.
8. Insurance coverage for loss of all or part of any fees or charges related to Working Spaces 4 are the responsibility of the registrant.