

Camden Historical Society Inc.

Camden Museum - 40 John street, Camden NSW ph. (02) 4655 3400

www.camdenhistory.org.au Email. Secretary@cammdenhistory.org.au

Booking Request for Museum and Town / District Tours.

Contact Name _____ Today's Date _____

Contact's Phone Number _____

Name of Organisation _____

Museum visit, and/or Town / District Tour (please circle)

Date of Visit _____

Arrival Time _____ Departure Time _____

Expected number in group _____

The Camden Museum is a self-guided Museum and visitors are able to tour by themselves, at their own pace following information panels.

Tour of Museum by group themselves **YES / NO**

Museum Guide required **YES / NO**

A Self-Guided Walking Tour of town Brochure is available at the Museum.

Guide for Tour of Town/District Required **YES / NO**

Costs of Town Tour Guide can be discussed by contacting secretary.

Contact can send information of visit to secretary@camdenhistory.org.au

The Secretary will contact you to confirm booking.

Office Use only:

Volunteer taking request _____

Group Contacted re Booking Request

Initial contact _____

Booking Confirmed _____

Cost of Booking if any \$ _____ Payment received _____

Volunteer who receives inquiry about a Museum or Town Tour should:

- Check in Museum Diary to see if date is available.
- Advise Contact we have a date available.
- Complete Museum Tour Booking Request Form.
- Write in Museum Desk Diary, Contact name and number with details.
- Place Booking Request Form in IN TRAY on desk in Research Room.
- If you receive an inquiry about a change of date or details for a tour, check in Museum Desk Diary and change details.
- Fill out a Booking Request Form with changes and place in IN TRAY on desk in Research Room.

Many thanks

Lee Stratton

Secretary