

THE BIRD MAKERS PROJECT

WORKSHOP BOOKING REQUEST FORM

HOST DETAILS

NAME		COMPANY/VENUE (IF APPLICABLE)	
EMAIL		CONTACT NUMBER	

WORKSHOP DETAILS

PREFERRED WORKSHOP TYPE	<input type="checkbox"/> HALF DAY allow 4 hours <input type="checkbox"/> EXPRESS allow 2.5 hours <input type="checkbox"/> BIRD-MAKING PARTY allow 2.5 hours <input type="checkbox"/> WORKSHOP SERIES 60 mins x 3 dates		
PREFERRED DATE(S) For series, list start date only	PREFERENCE 1	PREFERENCE 2	PREFERENCE 3
PREFERRED START TIME(S)	PREFERENCE 1	PREFERENCE 2	PREFERENCE 3
DELIVERY FORMAT	<input type="checkbox"/> ONLINE <input type="checkbox"/> IN-PERSON		
VENUE	<input type="checkbox"/> I HAVE A VENUE (please list address) <input type="checkbox"/> Co:3 TO HELP SOURCE VENUE		
EXPECTED PAX	<input type="checkbox"/> 5-10 people <input type="checkbox"/> 10-15 people <input type="checkbox"/> 15+ people		
BOOKINGS MANAGEMENT	<input type="checkbox"/> PRIVATE <input type="checkbox"/> I HAVE A BOOKING SYSTEM AT MY VENUE <input type="checkbox"/> Co:3 TO ASSIST WITH BOOKINGS		

Co:3

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ADDITIONAL NOTES

Do you have additional sewing machines? Will participants have their own garments? Do you have kitchen facilities?

TERMS AND CONDITIONS

- Any changes to the workshop must be requested in writing to the Booking Coordinator via rebecca@co3.org.au more than seven (7) days prior to the workshop and is subject to approval from Co:3 staff.
- The Host agrees to discuss and implement any health and safety measures reasonably requested to create a COVID-safe experience.
- The Host agrees to cover the costs of any hospitality provided unless otherwise negotiated with Co:3.
- **This is not a confirmed booking.** Dates and times are subject to availability. Co:3 will be in contact with you to confirm the booking.

I confirm the details above and agree to the terms and conditions:

Name:

Date:

Signature: _____

PLEASE RETURN COMPLETED FORM TO REBECCA COLLINGS rebecca@co3.org.au

	CONFIRMED DATE & TIME	
	KSAC OR Co:3 VENUE BOOKED	
	BOOKING MANAGEMENT DISCUSSED	
	ADDITIONAL REQUIREMENTS	

OFFICE USE ONLY

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