

## INSTITUTIONAL GROUPS BOOKING FORM

School Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Phone (BH): \_\_\_\_\_ On Mountain Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Suburb: \_\_\_\_\_  
 State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Email: \_\_\_\_\_  
 Accommodation: \_\_\_\_\_ Total Days Skiing: \_\_\_\_\_  
 Ticket Start Date: \_\_\_\_\_ Ticket End Date: \_\_\_\_\_

Product	Quantity	No. of Days	Cost per unit	Total Cost \$
<b>Lift &amp; Lesson</b>				
School Students - Ski				
School Students - Snowboard				
Tertiary Students - Ski				
Tertiary Students - Snowboard				
Tertiary (FOC Organiser) - Ski				
Tertiary (FOC Organiser) - Snowboard				
Kids Snowzone Half Day				
Kids Snowzone Full Day				
<b>Rentals</b>				
School Students - Ski				
School Students - Snowboard				
Tertiary Students - Ski				
Tertiary Students - Snowboard				
Tertiary (FOC Organiser) - Ski				
Tertiary (FOC Organiser) - Snowboard				
<b>Teachers/Adults (School Groups)</b>				
Lift Only				
Lift Only FOC				
Rental Only - Ski				
Rental Only - Snowboard				
Rental Only (FOC)- Ski				
Rental Only (FOC)- Snowboard				
Lesson Only (Teacher) - Ski				
Lesson Only (Teacher) - Snowboard				
<b>Extras</b>				
Night Ski - please circle: WED SAT				
Night Ski FOC - please circle: WED SAT				
Jacket (1 item)				
Pants (1 Item)				
Jacket & Pants (2 items)				
Helmets				
Wrist Guards				
<b>TOTAL</b>				

Please complete & return

Lesson time options:

- 8.30am** (less crowded, best for beginners)   
  **9.00am**   
  **10.30am**  
 **Noon** (less crowded)   
  **1.30pm** (2 hour duration)

NB Tertiary group lessons retail 1.30pm only

\*\*To confirm your lesson times, please contact the Snowsports Department **one week prior to arrival** - 03 5759 4452

**OFFICE USE ONLY**

Entered By: \_\_\_\_\_ Order ID: \_\_\_\_\_ Tickets Printed:

## INSTITUTIONAL BOOKING CONDITIONS AND INFORMATION

### Hotham Equipment Rental

Where rentals is included in your package, this includes the rental of carve skis, boots and poles or snowboard rental consisting of board and boots. **All School Student Rental packages include a helmet.**

Any alterations to equipment rented with Mount Hotham Skiing Company during your stay, can be made on the spot at any of our Hotham Sports outlets.

### Booking Conditions:

- Minimum group size is 20 students;
- School group packages are only available to full time students and teachers/parents of attending students as part of a endorsed school trip
- Bookings must be made at least 14 days in advance. Late bookings will be subject to availability. Numbers must be finalised 72 hours prior to arrival;
- Prices are available to full time students only. Adults attending are priced as per details in this manual;
- School packages are only available to legitimate school groups; combining of schools is not allowed without prior approval from our ticket office. Tertiary group packages are only available to full time students and must be approved by the university – a signed letter confirming the group MUST be supplied on University letterhead;
- School groups are entitled to 1 complimentary teachers ticket per 8 paying students whilst Tertiary groups are entitled to 1 complimentary ticket per 20 paying students;
- **Please note; When there are less than 10 students within the group aged 11 & under (the 10 must be of the same ability and discipline), students MUST go into the Kids Snowzone. Whilst there is no cost involved we would appreciate to know numbers so we can allocate instructors**  
Our full day program is also available at the retail rate.  
*Please note: Kids Snowzone AM lessons are at the Big D starting at 9.15 am.*
- **Tickets will not be issued until they are paid for in full;**
- If paying via direct deposit, payment must be made at least 2 business days prior to arrival so your payment can be confirmed. Please use your group name or order ID as your reference
- Rental collection time must be arranged prior to arrival, a completed electronic Rental Planner must be sent at least 1 week prior to arrival if rental is required;
- All tickets are to be collected by the trip coordinator from the Hotham Central Ticket Office;
- Once tickets are collected it is the coordinators responsibility to ensure they are handed out and attached correctly (**lost or stolen tickets will not be replaced**);
- Tickets are **non-refundable** and **non-transferable**;
- A \$5.00 replacement fee for pass media will be charged for any lost, stolen or misplaced tickets. Up-front payment of this charge is required.
- Lesson times for school groups must be arranged prior to arrival (refer to Schools Booking Form within this manual). The coordinator must request preferred lesson times and confirm numbers of skiers/snowboarders with the Hotham Snowsports Centre (03 5759 4452). Times are allocated on a first come first served basis;
- For 6+ day packages, the lessons will be allocated to the first 5 days unless otherwise arranged;
- In the event of injury to any member of your group, it is the responsibility of the group coordinator/teacher to return both the ticket and a medical certificate to the ticket office in Hotham Central in order to request a snow credit, **credit will only be considered for full days remaining after the day the ticket is returned. Credit will not be considered if the ticket is returned on the last day.**

*I acknowledge and accept all booking terms and conditions outlined in this manual on behalf of the school, students and teachers.*

**Teacher**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

**Principal**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please complete & return (signed)**