

Operation Lighthouse Birthday Party Enquiry Form

Please note that this is an enquiry form and does not constitute a confirmed booking until you are contacted by the Harbour Trust.

Please answer all sections fully. See the following page for details on how to submit your form.

Date of enquiry	
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Organiser's details

Name			
Postal address			
Telephone		Fax	
Mobile			
Email			

Birthday Party details

Preferred date(s) Please provide as many as possible.			
Preferred time	<input type="checkbox"/> 10.00am–11.00am <input type="checkbox"/> 11.30am–12.30pm <input type="checkbox"/> 1.30pm–2.30pm <input type="checkbox"/> 3.00pm–4.00pm <input type="checkbox"/> Other (please specify)		
Child's name		Age at this birthday	
Approximate no. of children attending Maximum 20			
How did you hear about this program?	<input type="checkbox"/> Manly Daily <input type="checkbox"/> Word of mouth <input type="checkbox"/> Mosman Daily <input type="checkbox"/> Brochure at Headland Park <input type="checkbox"/> Other newspaper (please specify) <input type="checkbox"/> Brochure at library <input type="checkbox"/> Harbour Trust website <input type="checkbox"/> Other website (please specify) <input type="checkbox"/> Other (please specify)		

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Submitting your enquiry form

Please send you completed enquiry form by:

Fax (02) 8969 2120;

Email education@harbourtrust.gov.au; or

Post Sydney Harbour Federation Trust
PO Box 607
MOSMAN NSW 2088

On receipt of your completed enquiry form, we will check the availability of your requested dates. Once confirmed, you will be sent a confirmation letter and map. If the suggested dates are not available, we will contact you to discuss possible alternatives.

Further information

For further information, please contact the Harbour Trust on (02) 8969 2131 or email education@harbourtrust.gov.au

Office use only

Confirmed date		Confirmed time	
Staff confirmed	Yes, by	Date completed	
Confirmation sent	Yes, by	Date completed	
Booking entered into outlook site calendar	Yes, by	Date completed	
Deposit received		Date completed	
Invoice sent	Yes, by	Date completed	