

# Tour Bookings and Payment Guidance

For

## Group Organisers

### Naval Historical Society of Australia



Thank you for your interest in booking a history tour with the Naval Historical Society of Australia.

The Society is an 'all volunteer', non-profit organisation whose goal for more than fifty years has been to enhance public understanding of Australian naval history.

## Information and Bookings

**Contact** us to discuss your booking;

E-mail: [tours@navyhistory.org.au](mailto:tours@navyhistory.org.au)

Phone: (02) 9537 0038 (Tuesday and Thursday 9am to 3pm)

**Information that will be required after your initial enquiry includes;**

- Preferred date for tour at least six weeks away
- Organisation name
- Organisers full name
- Organisers phone number
- Organisers e-mail address
- Mailing address for invoice purposes (street, suburb and post code)

This information is to be e-mailed to the Society as soon as possible so that the booking can be confirmed and an invoice forwarded to you. On receipt of your invoice you will be required to pay a deposit.

### **Payment:**

The deposit required is \$150. The balance is to be paid two weeks ahead of the tour.

The deposit is important as the Society must apply for and pay the site manager a licence fee.

The preferred payment method is by direct bank transfer (EFT).

The Society's bank account details will be included in the invoice which will be e-mailed to you.

When making a Bank Transfer (EFT) please include in the Detail/Description field (18 -24 characters) the [Order #nnnnn] and Cruise Date shown on the invoice.

On completion of the transfer each bank (CBA & Westpac) usually displays a print "Print Receipt" for your record and an option to email the recipient details of the transaction.

Finally, please contact us again after you have made the final payment to confirm the total number in your group. We will also require at that time a nominal list of participants.

### **Cancellation Policy:**

More than 30 days full refund.

30 -15 days - 75 % of value.

14 – 7 days - 50% of value.

Less than 7 days – no refund

*We look forward to welcoming your members to our tour.*