

## REQUEST FOR TRADITIONAL CEREMONY

**Altered request forms will not be accepted. Please only fill in the required information**

Please send booking form to [bookings@bunuronglc.org.au](mailto:bookings@bunuronglc.org.au) or contact the office on (03) 9770 1273 for anything relating to alterations, postponements, cancellations, confirmations, or changes to invoicing details.

|   |  |                            |                          |  |
|---|--|----------------------------|--------------------------|--|
| <b>Company/Organisation Making Request</b>                  | Organisation:  |                            |                          |  |
|   | Principal Contact:   |                            |                          |  |
|   | Email:   |                            |                          |  |
|   | Phone Number:  |                            |                          |  |
| <b>Date Required</b>  |  |                            |                          |  |
| <b>Event Time</b>   | Arrival Time:  |                            | Commencement Time:       |  |
| <b>Event Address</b>  |  |                            |                          |  |
| <b>Working with Children Check Required</b>                 | <input type="checkbox"/> YES <input type="checkbox"/> NO   |                            |                          |  |
| <b>Meeting Place</b><br>(Include specific directions)       |  |                            |                          |  |
| <b>Event Details</b><br>(Describe what your event is about) |  |                            |                          |  |
| <b>Ceremony &amp; Pricing</b>                               | <b>Ceremony Type</b>   | <b>Rate (excludes GST)</b> | <b>Tick</b>              |  |
|   | Welcome to Country   | \$660.00                   | <input type="checkbox"/> |  |
|   | Welcome to Country & Smoking Ceremony  | \$1,100.00                 | <input type="checkbox"/> |  |
|   | Didgeridoo Performance (Yidiki)  | \$660.00                   | <input type="checkbox"/> |  |
|   | Artefact Reburial & Smoking Ceremony (with Elder)  | \$1,100.00                 | <input type="checkbox"/> |  |
|   | Artefact Reburial & Smoking Ceremony (with Elder and Heritage Advisor)   | \$1,750.00                 | <input type="checkbox"/> |  |
| <b>Total Cost:</b>  |  |                            |                          |  |
| <b>Important Information</b>                                | <ol style="list-style-type: none"> <li>The full fee will be charged for cancellations with less than 2 Business Days' notice. A cancellation must be put in writing and emailed to <a href="mailto:bookings@bunuronglc.org.au">bookings@bunuronglc.org.au</a>.</li> <li>The BLCAC business days are Monday to Friday. Office hours are <b>8am – 4pm</b>.</li> <li>All Traditional Ceremony requests require a minimum of 2 weeks' notice. Subject to availability</li> <li>Your request is not guaranteed until you have received a confirmation email</li> <li>These totals include parking and travel allowances for Elders.</li> <li>All Elders will be paid by the Bunurong Land Council - please do not pay Elders directly.</li> </ol> |                            |                          |  |

|   |   |                  |  |
|---|---|------------------|--|
|   | <p><b>7. Supply of ACN/ABN and correct details are mandatory, and no booking will be accepted without them.</b></p> <p><b>8. For sponsors/billers without an ABN/ACN, the Heritage Advisor making the booking is the biller and assumes all responsibility for payment.</b></p> |                  |  |
| <b>Billing Details</b>  |   |                  |  |
| <b>Organisation</b>   |   |                  |  |
| <b>ABN</b>  |   |                  |  |
| <b>Contact Person</b>   |   |                  |  |
| <b>Address</b>  |   |                  |  |
| <b>Email</b>  |   |                  |  |
| <b>Phone Number</b>   |   |                  |  |
| <b>Purchase Order No. (if applicable)</b>   |   |                  |  |
| <b>Organisation</b>   |   |                  |  |
| <p><b>By signing below, I acknowledge that I have read and agree to the above terms and conditions.</b></p> |   |                  |  |
| <p><b><u>Heritage Advisor/Company making this booking request</u></b></p>                                   |   |                  |  |
| <b>DATE</b>   |   | <b>SIGNATURE</b> |  |