



## Group Tour Booking Information

Tunnel into 200 years of history with a unique tour of Fort Scratchley Historic site and its amazing underground tunnels.

Fort Scratchley is open from **10am - 4pm** six days a week (closed Tuesdays). Admission is free. It is located off Nobbys Road, Newcastle East.

### Fort Scratchley Tours

Group tours are led by passionate Fort Scratchley Historical Society volunteers. There are two types of tours (charges apply - details overleaf)

- **Site and full tunnel tour:** Runs around 90 minutes. Allow two hours on site.
- **Tunnel tour:** Runs around 60 minutes. Allow 90 minutes on site.

Tours start from 10.30am with the last tour departing at 2.30pm. Other times are available by appointment. Unfortunately, tunnel tours are unsuitable for wheelchairs, walkers, prams & strollers due to narrow stairs & hallways.

### Fort Scratchley Bookings

To book your group tour (8 or more people) please contact us (at least 4 weeks prior to your visit) on **49742077 or 49291977** to secure the date & time you require.

Then complete the application form on the back page and return it to the address provided. Once we receive the booking form back, we will then contact you to confirm your booking.

If you require any assistance, please do not hesitate in contacting our office on **4974 2077** or [fortscratchleytours@ncc.nsw.gov.au](mailto:fortscratchleytours@ncc.nsw.gov.au).

### School Bookings

You will be provided with student worksheets prior to your visit. Please note that children must be accompanied by an adult at all times.

### Tour Planning

Groups are encouraged to arrive 15 minutes prior to their tour. Please contact the Fort on 02 **4929 3066** if your group is running late.

Coaches/buses should approach the side from Scott Street (not Nobbys Road).



# Group Tour Application Form

Tour date: \_\_\_\_\_ Arrival time:/s: \_\_\_\_\_

Company/Group/School name: \_\_\_\_\_

Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_ Contact number: \_\_\_\_\_

Please advise if any participants have special needs: \_\_\_\_\_

Please circle payment method: Pay on the day at the kiosk ... or ... To be invoiced

Type of tour	Tour price (per person)	No of people	\$
<b>Site &amp; Tunnel Tour</b>			
Adult	\$16.00		
Children (4 - 14 yrs)	\$8.00		
Family (2 adults & 2 children)	\$38.00		
Concession	\$9.00		
<b>Tunnel Tour</b>			
Adult	\$12.50		
Children (4 - 14 years)	\$6.50		
Family (2 adults & 2 children)	\$32.00		
Concession	\$8.00		
<b>Total \$</b>			<b>\$</b>

## Return this completed form to:

Via email [fortscratchleytours@ncc.nsw.gov.au](mailto:fortscratchleytours@ncc.nsw.gov.au), Post to 375 Hunter Street, Newcastle NSW 2300 or fax: 02 4974 2190

## Conditions of entry

Fort Scratchley Historic Site may be hazardous. Please take care on site and look out for uneven surfaces, trip hazards and pits, protrusions from walls, low ceilings, narrow steps & slippery surfaces.

Tunnel tours are unsuitable for wheelchairs, walkers, prams & stroller due to narrow stairs & hallways.

Ticket holders enter the tunnels at their own risk.

Tickets may not be exchanged, refunded or returned after purchase.

Fort Scratchley reserves the right to refuse admission.

Late arrivals may only be admitted where possible.

## Protecting your privacy

The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy. **Purpose:** Information required for Fort Scratchley tours. **Intended recipients:** Cultural Facilities. Supply: Voluntary. **Consequence of non-provision:** Application not processed. **Storage & security:** Newcastle City Council Electronic Document Management System, records kept indefinitely. Access: Newcastle City Council, t: 02 4974 2000, f: 02 4974 2222.