



ACCOMMODATION BOOKING FORM

Please complete this form and email to ebc@salvationarmy.org.au

Guest Name(s):	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Mobile Number:	Email:
<input type="text"/>	<input type="text"/>
Arrival Date:	Departure Date:
<input type="text"/>	<input type="text"/>
PAYMENT OPTIONS: - (Please select your payment option)	
Internal Transfer – The Salvation Army	
Account Code Name:	Account Code (13-digit number required):
<input type="text"/>	<input type="text"/>
Authorised Name:	Authorised Signature:
<input type="text"/>	<input type="text"/>
Invoice to:	
Company Name:	ABN:
<input type="text"/>	<input type="text"/>
Address:	<input type="text"/>
Email:	Mobile/Phone:
<input type="text"/>	<input type="text"/>
Authorised Name:	Authorised Signature:
<input type="text"/>	<input type="text"/>

OFFICE USE ONLY			
Number of nights booked:	<input type="text"/>	Room number:	<input type="text"/>
Number of Guests:	<input type="text"/>	Cost:	<input type="text"/>
Responded:	<input type="text"/>	Keys:	<input type="text"/>
Key Safe Instructions sent:	<input type="text"/>		

PLEASE NOTE:

- Continental breakfast supplies are provided in your room
- Eva Burrows College is a smoke free and alcohol-free campus
- Key collection – Pick up at Reception (Monday to Friday, 8.30am-4.00pm) or Key Safe for afterhours collection
- Check in at 12pm.

Privacy Notice

For the purpose of this Privacy Notice, The Salvation Army means The Salvation Army (being the unincorporated religious and charitable association), The Salvation Army (Victoria) Property Trust (ARBN 143 615 169 Incorporated in Victoria), The Salvation Army (South Australia) Property Trust, The Salvation Army (Western Australia) Property Trust, The Salvation Army (Tasmania) Property Trust, The Salvation Army (Northern Territory) Property Trust and any organisations or bodies corporate owned or operated by any of the bodies above.

The Salvation Army, a not-for-profit organisation, is committed to upholding the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). Our Privacy Officer is responsible for ensuring that our privacy policies are adhered to and our detailed privacy policy can be accessed online at <http://www.salvationarmy.org.au/Privacy/>, by contacting our Privacy Officer on (03) 8878 4535 or by writing to us at PO Box 479, Blackburn VIC 3130. Our privacy policy includes information about how you may access and update the personal information we hold about you and details of how you can complain about a breach of the Australian Privacy Principles and how we will deal with your complaint. You have the option of not identifying yourself or using a pseudonym when dealing with us in relation to a particular matter, unless we believe it is impracticable to do so in the circumstances. If you wish to deal with us in this manner, you must tell us in writing so that we can consider if your request is practicable.

The personal information that we collect about you is deemed reasonably necessary for the primary purpose of facilitating and managing your short-term stay with the School for Officer Training. By not collecting this personal information we may be unable to facilitate and manage your stay with us and if required to provide you with follow up services. By providing us with this personal information you consent to our use or disclosure of your information for a secondary purpose related to the primary purpose.



Eva Burrows
College

100 Maidstone Street, Ringwood VIC 3134
03 9847 5400 | ebc@salvationarmy.org.au