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**Room List and User Information Register -CONFIDENTIAL**  
**FIRST NAME & FAMILY NAME REQUIRED**

To be filled in by the Group Leader **before arrival** and emailed to Grampians Retreat who will store it with the Group's booking records. This information is required to satisfy the Australian Tourism Accreditation Program, local health authority needs and insurance. **88 BEDS**  
 (\*\* Room Allocation Guide -applicable to school groups)

Group Name.....Date In.....Out.....

Leader Name/Phone.....2<sup>nd</sup> Leader/Phone.....

Group Address.....Number Attending.....

<b>Room 1</b> 6 Beds & En-Suite (**Adults)	<b>Room 5</b> 3 Beds (**Male or staff)	<b>Room 10</b> 6 Beds (**Female)
	<b>Room 6</b> 7 Beds (**Male)	
<b>Room 1A</b> 2 Bed en suite(**Adults)		<b>Room 11</b> 9 Beds (**Female) Ensuite
<b>Room 2</b> 7 Beds (**Male)		
	<b>Room 7</b> 7 Beds (**Male)	
		<b>Room 12</b> 9 beds (**Female) Ensuite
<b>Room 3</b> 7 Beds (**Male)		
	<b>Room 8</b> 7 Beds (**Male)	
<b>Room 4</b> 4 Beds (**Male)		
	<b>Room 9 (Tassie)</b> ----- 12 Beds (**Female)	
<b>Caravan</b> 2 beds (**staff)		

(Privacy Act: Grampians Retreat gives assurance that any personal information including medical details gathered by the campsite, or provided by the group leader, will remain **confidential** and only used for the purpose for which it was collected). Guest lists are not passed to any other organisation or individual.