Bowhill Engineering (Boweng) are specialist fabricators of heavy and complex structural steel. Located in the Murray Mallee, South Australia, our projects benefit many Australians nationwide. We are a proudly South Australian, family-owned business and are proud to share our Boweng Story & contribution within the greater community.

Bowhill Engineering is happy to host small group tours upon request and approval.

Tour will consist of

* Showroom Presentation including both current and past projects
* Visual presentations including the Boweng story
* Workshop walk through

The tours of Bowhill Engineering are given in good faith and we ask that the Group Contact consider the work environment and surfaces suitability for tour participants.  Given the workshop environment, it may be required that tour participants wear personal protective equipment (ie safety glasses and hearing protection), if required these will be supplied on arrival.

All participants must wear covered footwear and be fit to walk both inside and outside locations (may include stairs), noting that surface conditions may vary and dependant on tour may include a tour of separate workshops.  Bowhill Engineering does not accept any liability for injury by tour participants.

|  |  |
| --- | --- |
| Group Name & Type or Purpose: |  |
| Contact Name: |  |
| Contact Phone: |  |
| Contact Email for Confirmation: |  |
| Tour Date Requested:  *Friday afternoons from 2pm preferred* |  |
| Arrival Time: *See allowance for travel times below* |  |
| Number of Attendees:  *Maximum 25 preferred, number to be confirmed one week prior to booking.* |  |
| Cost: | *Not applicable* |
| Tour referred by: |  |

**Meeting/Lunch Space** – should you wish to hold a meeting or morning tea/lunch in conjunction with your tour, we highly recommend the Bowhill Community Centre (next to Bowhill Engineering), this fantastic, modern facility can seat up to 100. For further information, please email the BCC Booking Officer via jj@boweng.com.au for date availability, information and pricing.

Alternatively, the Bowhill WAB Reserve, next to the Bowhill General Store and overlooking the river has picnic and bbq facilities, seating approx. 20.

**Catering** – our local Bowhill General Store is well known for their fantastic food, coffee and catering. Mick and Mandy would love to cater to your groups needs and can deliver to the Bowhill Community Centre. Contact them on 8570 4244 or via email info@bowhillstore.com.au

**Toilets** – Public Toilets are located at the bottom of Weber Road near Boat Ramp/Store.

**Pictures/Videos/Media** – Bowhill Engineering reserve the right to capture pictures/videos/media of the tour and utilise for marketing/social media purposes. It is the responsibility of the tour host, to ensure approvals are sought prior to attendance.

**Travel** - If commuting by Bus, travel times are approx 40 mins from Murray Bridge or 30 mins from Mannum.

Requests for tours will be reviewed and confirmed by our HR Coordinator.  A minimum two weeks’ notice is recommended to allow for approval and confirmation.

Please note, whilst Bowhill Engineering will do our best to accommodate your group request, not all requests may be approved with consideration of work commitments and safety. Bowhill Engineering reserves the right to designate the tour facilitation to other staff as required

It is requested that a [Presentation Evaluation Feedback](https://bowhilleng.sharepoint.com/%3Aw%3A/g/HR/ETTHO4-pz7BGq-ZKIf62I0AB4-LESLZKwqeCtQs31oAyzA) form is completed and returned following your group tour to allow us to review and improve this opportunity for other visiting groups.

I hereby confirm & agree to the group tour booking conditions

|  |  |
| --- | --- |
| Group Facilitator Sign | Date: |

Please return email to sam@boweng.com.au

Administration completion:

* Leadership Agenda for Approval
* Outlook Calender entry
* Admin Action Plans
* Email confirmation sent ………………………….
* Number confirmation received one week prior
* On the day – induction/Boweng intro/radio off/photo allocation/catering/visuals set up
* Feedback Form received
* Photos saved to Events