

Booking request form – schools and groups



Contact Details

School/Group: _____

Contact Name: _____ Position: _____

Tel: _____ Fax: _____

Mobile: _____ Email: _____

Postal Address: _____

City: _____ State: _____ Postcode: _____

Accounts Administrator: _____ Accounts Administrator Email: _____

Booking Details

Performance Name: _____ Performance Date: _____

Requested Session Time: _____ Year(s) of Students Attending (eg. 7 & 8): _____

	QUANTITY		TICKET PRICE	TOTAL
Number of students	<input type="text"/>	@	\$ <input type="text"/>	= \$ <input type="text"/>
Number of complimentary teachers	<input type="text"/>	@	\$0.00	= \$0.00
Total Tickets	<input type="text"/>	=	Total cost	= \$ <input type="text"/>

Additional Information

Do you have any students with special needs to be considered for seat allocation (eg. wheelchair / mobility issues)?

No Yes Please specify _____

Do you have any other special requirements (eg. hearing assistance / travel considerations)?

No Yes Please specify _____

Are you interested in participating in corresponding workshops if they are available? No Yes

Our group will be attending the post show Q&A if available. No Yes

Passport to Performance

Ticket and transport subsidies for targeted public schools may be available for some performances. Contact the Education Co-ordinator for more information. Contact details overleaf.

Would you like to be considered to receive a subsidy for your school booking? No Yes

Are you a Priority Funded School? No Yes

Please complete this form and return with attention to the Education Co-ordinator
by fax: 02 4226 9696 or mail Merrigong Theatre Co. PO Box 786 Wollongong NSW 2520

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How to Book / Booking Conditions

1. Complete, sign and return the booking form by fax or mail.
2. An invoice will be sent to the school.
3. The non-refundable deposit amount stated on your invoice is required within fourteen days of receipt of your invoice to hold seats – seats are not held until the deposit is paid.
4. Full payment is due four weeks prior to the show. Unpaid seats cannot be held after this date, and may be sold to other groups. Payment cannot be accepted on the day of the performance and unpaid groups will not be admitted to the theatre.
5. Any additional seats required after this time will be charged at full concession price, depending on availability.
6. Booking numbers cannot be changed within four

weeks of the performance date and your school will be invoiced for the total number of seats booked.

7. Bookings made within 4 weeks of a performance date must be paid in full within 1 week of confirmation and are final.

I agree to the booking conditions outlined above and sign on behalf of the school / organisation

Name: _____

Position: _____

Signature: _____

Date: _____

Things to note for the day of the show

Arrival

Please arrive at least 30 minutes before the show starts. A supervising teacher will need to report to the Front of House Manager to confirm numbers, special requirements and receive specific directions on entry to the theatre.

Entry

School groups need to meet in the Civic Plaza prior to entry through the main foyer. A staff member will direct your group's entry to the theatre.

Bags

School bags (this includes plastic bags containing lunch/recess and handbags) are not permitted in the theatre and should be left at school or on the bus. Special arrangements can be made to leave bags in the foyer area, however this is done at your own risk. We recommend that bags are clearly labelled.

During the show

Students are expected to behave appropriately when visiting the theatre and are required to respect other patrons. Please check running times, as groups will not be permitted to enter or leave during the performance.

Teachers are responsible for ensuring that students DO NOT:

- ❖ Eat or drink in the theatre. Bottled water is permitted.
- ❖ Speak during the performance.
- ❖ Put feet on chairs.
- ❖ Use mobile phones (including text messages), MP3 players or other electronic devices.
- ❖ Take photographs or video (including mobile phone images).
- ❖ Unnecessarily leave the theatre during the performance.

We reserve the right to remove students who do not respect the theatre and its patrons.

Interval

If there is an interval during the show, students are not permitted to leave the foyer area.

For further enquiries, contact:

Jennifer O'Sullivan
Education Co-ordinator
Ph: 4224 5903 Mob: 0404 013 729
josullivan@merrigong.com.au