

MERRIGONG FOR SCHOOLS



ILLAWARRA PERFORMING



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www.merrigong.com.au/education

PLANNING YOUR VISIT TO THE THEATRE

Below is some important information for schools and groups planning a visit to the Illawarra Performing Arts Centre. Please read carefully as there have been some recent changes. If you have any further enquiries regarding your group visit, please contact the Education Co-ordinator.

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
- 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.

Special needs / requirements:

Please advise us as soon as possible of any special needs for your students. We have a number of spaces allocated for wheelchairs and if required, hearing assistance, however arrangements must be made in advance.

Exit:

Students are required to exit the theatre into the Civic Plaza as directed by the front of house staff.

A special Thursday night school group price of \$25 per student is available for 2009 main Theatre Season and Dance Season shows. Limited seats are available for evening sessions, please check details with the Education Co-ordinator.

For further enquiries, contact:

Jennifer O'Sullivan
 Education Co-ordinator
 Ph: 4226 3699 | Ext 103
 Mob: 0404 013 729
josullivan@merrigong.com.au

To make a booking please complete the Booking Request Form found over the page

BOOKING REQUEST FORM

Contact Details

School/Group: _____ Mobile: _____

Contact Name: _____ Email: _____

Position: _____ Postal Address: _____

Tel: _____ City: _____

Fax: _____ State: _____ Postcode: _____

Accounts Administrator: _____

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 (One complimentary teacher per 20 students) | <input type="text"/> @ | \$0.00 | = \$0.00 |
| Number of additional teachers (additional teachers at student price) | <input type="text"/> @ | \$ <input type="text"/> | = \$ <input type="text"/> |
| 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 loop / 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 details.

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

Are you a Priority Funded School? No Yes

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. A 20% non refundable deposit is required within fourteen days of receipt of your invoice to hold seats - seats are not held until this 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.
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.

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

Name: _____

Position: _____

Signature: _____ Date: _____