



SCHOOLS BOOKING FORM 2016

STEP ONE: School and Contact Details

Title: Mr Mrs Ms Dr Mx Teacher's Name: _____

School Name: _____ Phone: _____ Fax: _____

Address: _____ Postcode: _____

Teacher's Email*: _____ Mobile Number: _____

School's Accounts email: _____

Subject and Year Group of Students attending: _____

*Your email address will be used for all essential communication about the event and for invoicing.

Would you like to be on our Education E-news List? Yes

STEP TWO: Booking Terms and Conditions

An invoice for the deposit amount of \$125 will be issued upon receipt of this form. Payment of the deposit is due within 10 working days to confirm the reservation. The deposit is non-refundable and will be deducted from the total amount due.

Confirmation of final numbers and final balance is required 4 weeks prior to the performance date. If a change of numbers is required, a new invoice with the adjusted amount will be issued. Requests for additional tickets must be submitted in writing and are subject to availability. Riverside will accommodate your preferred performance times if possible but cannot guarantee availability. Please check your invoice carefully as this is confirmation of your booking date and time. Bookings are by first come, first served basis.

I have read and understand the terms and conditions

Sign: _____ Print Name: _____ Date: _____

STEP THREE: Help Riverside reach you better

How did you hear about this performance/s?

- Riverside 2016 Education brochure (mailed)
- Riverside 2016 Education brochure (picked one up)
- Riverside 2016 Education brochure (given to me by colleague)
- Riverside E-newsletter
- Riverside website
- Fax broadcast
- Word of Mouth

Other (Please specify): _____

Why have you chosen this particular performance/s: (feel free to tick more than one)

- It relates directly to the syllabus/ what we're studying
- It is very relevant to my students in content
- It looked like something my students would enjoy
- I wanted to bring my students to Riverside

Other (please specify): _____

STEP FOUR: Access Requirements (Please indicate if you will require any of the following)

- Wheelchair Seating
- Level access (no stairs)
- Hearing assistance
- Seating near exits
- Social Story
- Seating at front for visual and hearing impaired students
- Relaxed Performance
- Pre-show Touch Tour

Other special needs (Please specify): _____

Do you require extra carers/ teachers to meet these needs? How many? _____

How many students require the above? (indicate numbers for each event) _____

Please contact me to discuss the needs of our students



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STEP FIVE: Indicate the event(s) you would like to book for plus preferred dates and times

Show/ Event Name	1st Preference			2nd Preference			3rd Preference			Numbers attending		
	Day	Date	Time	Day	Date	Time	Day	Date	Time	No of Stu.	No. of Teach (paying)*	No. of Teach (free)
SECONDARY												
Stokey & Snicket - The Composer is Dead	Contact Sydney Symphony Orchestra 02 8215 4603											
Sydney Symphony Orchestra Fellows Orchestral Workshop	Contact Sydney Symphony Orchestra 02 8215 4603											
EXTRAS												
Backstage Tour – with performance												
Backstage Tour – without performance												

Note: Riverside offers one (1) free teacher’s ticket for every twenty (20) paying students for performances (unless otherwise specified). Additional teachers are charged at the student price. Additional carers/ teachers required for special needs purposes will not be charged.

STEP SIX: Checklist (before submitting your form)

Have you...

- Provided your full and correct contact details in step one (especially your email address)
- Read and signed for the booking terms and conditions in step two
- Accounted for all students with special needs and requirements in step four
- Selected three (3) preferences (where applicable) for the date and time you’d like to see the performance in step five
- Provided the numbers attending as close to accurate as possible in step five (can be confirmed upon payment of balance subject to availability)

STEP SEVEN: Submit your form

BY POST Riverside Education, PO Box 3636, PARRAMATTA NSW 2124
 BY FAX 02 9683 3267
 BY EMAIL education_riverside@parracity.nsw.gov.au
 IN PERSON Corner of Church and Market Streets, PARRAMATTA NSW 2150

Please direct all enquiries to our Education Booking Coordinator 02 8839 3308