

# SCHOOLS BOOKING FORM 2018

Please complete all fields below to avoid any delays in booking.

## 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: \_\_\_\_\_

Admin/Accounts Email\*: \_\_\_\_\_

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

Subject and year group/s of students attending: \_\_\_\_\_

Would you like to join our education e-news list?:  Yes

This school is a:

DoE School  Catholic Systemic School  Independent School  Specific Needs School  Home School

## STEP TWO: Indicate performance, date, time, number of students and teachers attending

**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.

**\*Any additional carers/teachers required for specific needs purposes will not be charged. Please indicate how many are required by completing this request at Step Three.**

Show/ Event Name	1st Preference			2nd Preference			3rd Preference			Numbers attending	
	Day	Date	Time	Day	Date	Time	Day	Date	Time	No. of Students	No. of Teachers

**Note: A booking fee of \$3.30 is applied to each performance.**

## STEP THREE: Specific Access Requirements

Please indicate below how we can assist with disability access. The more detailed you can be in describing the support required the better prepared Riverside staff will be to assist in creating an inclusive experience.

Examples of access include level or wheelchair access, seat transfer, companion seating, social story for learners with ASD, hearing loop receivers for people hard of hearing, FM receivers for live description specifically for people blind or vision impaired. For more information go to [riversideparramatta.com.au/education-access](http://riversideparramatta.com.au/education-access)

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Please contact me to discuss the needs of our students

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## STEP FOUR: Booking Terms and Conditions

An invoice for the deposit amount of 25% 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, or for DoE schools, we must have received the final purchase order from the DoE. Once full payment is received numbers cannot be reduced. 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 FIVE: Help Riverside reach you better

How did you hear about this performance/s?

Riverside 2018 Education brochure (Mailed)

Riverside 2018 Education brochure (Picked one up)

Riverside 2018 Education brochure (Given to me by a 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 SIX: Checklist (Before submitting your form)

Have you...

Provided your full and correct contact details in Step One (especially the email addresses).

Selected three (3) preferences (where applicable) for the date and time you'd like to see the performance/s.

Provided the student and teacher numbers attending as accurately as possible.

Accounted for all students with specific needs and requirements in step three, including carer teachers.

Read and signed for the booking terms and conditions in Step Four.

## STEP SEVEN: Submit your form

BY POST Riverside Education, PO Box 3636, PARRAMATTA, NSW, 2124

BY FAX 02 9683 3267

BY EMAIL [education\\_riverside@cityofparramatta.nsw.gov.au](mailto:education_riverside@cityofparramatta.nsw.gov.au)

IN PERSON Corner of Church and Market Streets, PARRAMATTA, NSW, 2150

Please direct all enquiries to our Education Booking Coordinator  
[education\\_riverside@cityofparramatta.nsw.gov.au](mailto:education_riverside@cityofparramatta.nsw.gov.au) or on 02 8839 3308.

