



RIVERSIDE SECONDARY EDUCATION 2015

SCHOOLS BOOKING FORM- 2015 TERM 1 PRE-SALE

STEP ONE: YOUR CONTACT DETAILS

School Name _____

Contact Teacher _____ Subject taught/ Job Title: _____

Title Mr Mrs Ms

Postal Address _____

Suburb _____ Postcode _____

Telephone _____ Fax _____

Mobile Phone _____ Email Address* _____

Would you like to join Riverside Theatres' Education email list for updates on upcoming Education shows and events?

Yes

*Invoices and important information and updates about your booking will be sent via email. Please ensure you include a valid email address.

STEP TWO: SCHOOL GROUP INFORMATION

Year Group/s: _____ Special Requirements: Wheelchair access Hearing Assistance

Other needs (please specify- and specify details of above): _____

This school is a: DEC School Catholic systemic school Independent School Special Needs school

STEP THREE: INDICATE YOUR PREFERRED PERFORMANCE DATES FOR EACH PRODUCTION/EVENT YOU'D LIKE TO BOOK FOR (note-school prices still apply to evening shows)

Name of Event/s	1 st Preference			2 nd Preference			3 rd Preference		
	Day	Date	Time	Day	Date	Time	Day	Date	Time
The Baulkham Hills African Ladies Troupe									
The Crucible- at Bella Vista Farm									
A Midsummer Night's Dream									
HSC Shakespeare Symposiums: Hamlet									
In This Fairfield: Romeo and Juliet of the West									
The One Day of the Year									

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STEP FOUR: INDICATE NUMBER OF SEATS TO BE HELD

Name of Event/s	Total No. of Students	TOTAL No. of Teachers, paying and free* (paying are teachers are the same price as students)	*Free teacher to student ratio differs per show and is as per information provided
The Baulkham Hills African Ladies Troupe			
The Crucible- at Bella Vista Farm			
A Midsummer Night's Dream			
HSC Shakespeare Symposium: Hamlet			
In This Fairfield: Romeo and Juliet of the West			
The One Day of the Year			

Would you be interested in booking a backstage tour in conjunction with any of the above excursions for \$5 extra per student? Yes

If YES, please specify which if the above events you would like to do the tour with and we will contact you regarding venue availability and times (you can specify more than one):

STEP FIVE: PAYMENT TERMS & CONDITIONS

An invoice for the deposit amount of \$125 will be sent to you upon receipt of this form. Payment of the deposit must be received within ten working days to confirm your reservation. This deposit is non-refundable and will be deducted from the total amount due.

Confirmation of final numbers and final balance is required four (4) weeks prior to the performance date. Request for additional tickets should be submitted in writing and additional seats are subject to availability. Riverside will do their best to fit your group into your preferred performance times 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 above Terms and Conditions (please sign): _____

STEP SIX: QUICK SURVEY

How did you hear about this performance/s?

- Riverside Education E-Newsletter Fax broadcast
- Word of Mouth Email forwarded from friend or colleague
- Other (Please specify): _____

STEP SEVEN: WHERE TO SUBMIT YOUR FORM

By Email (preferred) education_riverside@parracity.nsw.gov.au
 By Post Riverside Theatres Box Office, PO Box 3636, PARRAMATTA NSW 2124
 By Fax (02) 9683 3267

Box Office 8839 3399
Education Officer 8839 3308



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