

# RIVERSIDE EDUCATION

## Cinema On Demand

### SCHOOLS BOOKING FORM



#### Scheduled Screening dates:

School screenings of selected titles in our Riverside Cinema program are often available by special arrangement. Please complete this form by indicating three preferred screening dates and return to our Education Bookings team (details below).

**Venue:** Raffertys Theatre

**Minimum Booking:** 20 students (Maximum capacity: 88 patrons)

**Price:** Check the website or call the Education Officer for details (1 teacher free per 20 students)

#### 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's Education email list for updates on upcoming Education shows and events?   
Yes

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

#### STEP TWO: SCHOOL GROUP INFORMATION

Year Group/s: \_\_\_\_\_ Special Requirements:  Wheelchair access  Hearing Assistance

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

#### STEP THREE: INDICATE YOUR PREFERRED PERFORMANCE DATES FOR EACH PRODUCTION/EVENT YOU'D LIKE TO BOOK FOR

Title of Film	1 <sup>st</sup> Preference			2 <sup>nd</sup> Preference			3 <sup>rd</sup> Preference		
	Day	Date	Time	Day	Date	Time	Day	Date	Time

(Please turn over to complete reverse side)

**STEP FOUR: INDICATE NUMBER OF SEATS TO BE HELD**

Film Title	Total number of students	Total number of teachers, paying and free* (Paying are teachers are at the student price)	*One (1) free teacher ticket for every twenty (20) paying students

**STEP FIVE: PAYMENT TERMS & CONDITIONS**

An invoice for a deposit of 25% of your full balance 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 FIVE: QUICK SURVEY**

How did you hear about this performance/s?

- Brochure (mailed)
- Brochure (picked one up)
- Word of Mouth
- Other (Please specify): \_\_\_\_\_
- Fax broadcast
- Riverside E-news letter
- Email from friend or colleague

Why have 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: WHERE TO SUBMIT YOUR FORM**

By Email (preferred)      education\_riverside@cityofparramatta.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**