

# SCHOOLS BOOKING FORM 2014

## STEP ONE: School and Contact Details

Title:  Mr  Mrs  Ms  Dr

Teacher's Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_ Teacher's Email: \_\_\_\_\_

Subject and Year Group of Students attending: \_\_\_\_\_

Subject taught by teacher/ title: \_\_\_\_\_ Would you like to be on the Education Email List?  Yes

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

Is this a Priority Funded School?  Yes (you may be eligible for subsidies. A member of our team will contact you)

## STEP TWO: Booking Terms and 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 its 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 terms and conditions

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## STEP THREE: Help Riverside reach you better

How did you hear about this performance/s?

2013 Education brochure (mailed)

Fax broadcast

2013 Education brochure (picked one up)

Riverside E-news letter

2013 Education brochure (friend or colleague gave it to me)

Word of Mouth

Other (Please specify): \_\_\_\_\_

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

Hearing assistance  Aisle Seat (for access purposes)  Wheelchair Access  Level access (not upstairs)

Other special needs (Please specify): \_\_\_\_\_

How many students require the above?: \_\_\_\_\_

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

**STEP FIVE: Indicate your preferred performance dates and numbers attending**

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

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												
Twelfth Night												
Wulamanayuwi and the Seven Pamanui												
1984												
You Are Here												
Parramatta Girls- Show Only												
Parramatta Girls- Tour and Show												
The Rap Guide to Evolution- Show Only												
The Rap Guide to Evolution- Show and Workshop												
Richard III												
Monkey... Journey to the West												
The Shoe Horn Sonata Playreading												
Dance Bites- show only: (specify) _____												
Dance Bites- show plus workshop: (specify) _____												
The Hamlet Experience												
The Julius Caesar Experience												
The Arte of Commedia												
Choreographic Workshop												
Class Clowns												
Secondary School Days												
Other Show/ Workshop: (specify) _____												
EXTRAS												
Backstage Tour – with performance												
Backstage Tour – without performance												

**STEP SIX: Checklist (before submitting your form)**

Have you...

- Provided your full and correct contact details in step one
- 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 accurately 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 Coordinator 02 8839 3308**