



# Schools Booking Form 2010

## STEP ONE: YOUR CONTACT DETAILS

School Name: \_\_\_\_\_ Teacher's Mobile Phone: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Teacher's Email: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_ Would you like to be on our Education Email List?  Yes  No

Teacher's Name: \_\_\_\_\_ Accounts Contact Name: \_\_\_\_\_

Title:  Mr  Mrs  Ms  Dr Accounts Phone Number: \_\_\_\_\_

Teacher's Contact Number: \_\_\_\_\_ Accounts Fax Number: \_\_\_\_\_

Teacher's Fax Number: \_\_\_\_\_ Accounts Email: \_\_\_\_\_

## STEP TWO: BOOKING TERMS & CONDITIONS

An invoice for the deposit amount of \$100 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. Bookings are by first come, first served basis.

I understand the terms and conditions      Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## STEP THREE: SPECIAL REQUIREMENTS

*Please indicate if you will require any of the following:*

Hearing assistance system	<input type="checkbox"/>	Wheelchair access	<input type="checkbox"/>	Aisle Seat	<input type="checkbox"/>
How many students require the above?					

## STEP FOUR: INDICATE YOUR PREFERRED PERFORMANCE DATES AND NUMBERS ATTENDING

Play Name	1 <sup>st</sup> Preference			2 <sup>nd</sup> Preference			3 <sup>rd</sup> Preference			Numbers Attending	
	Day	Date	Time	Day	Date	Time	Day	Date	Time	No. of Students	No. of Teachers (TOTAL)
<b>SECONDARY</b>											
Comedy Workshop											
Playwriting Workshop											
Shakespeare's R & J											
Fast+Fresh Comedy											
Secondary School Days											
Burnt											
Fast+Fresh Theatre Heats											
Fast+Fresh Theatre Finals											
Norm and Ahmed											
The Shape of a Girl											
Shakespeare in Performance Workshop											
Tragedy HSC Workshop											
Choreography Workshop											
Macquarie											
Winter's Discontent											
NAISDA Dance Workshop											
Gutenberg the Musical											
Fast+ Fresh Dance											
<b>EXTRAS</b>											
Backstage Tour											

**Riverside offers one (1) free teacher's ticket for every twenty (20) paying students.**

This allocation will be calculated upon receipt of form and will be reflected in your first invoice.

#### STEP FIVE: CHECKLIST BEFORE SUBMITTING YOUR FORM

##### Have you...

- Completed all the required fields (including contact details) in all steps
- Read the booking terms and conditions in step two
- Given three (3) preferences for the date you'd like to see the performance (where applicable) in step three
- Given the correct numbers attending in step three

#### STEP SIX: WHERE TO SUBMIT YOUR FORM

By Post            Riverside Theatres Box Office, PO Box 3636, PARRAMATTA NSW 2124  
 By Fax             (02) 9683 3267  
 In Person         Corner of Church & Market Street, PARRAMATTA NSW 2150