



SCHOOLS BOOKING FORM 2010

STEP ONE: YOUR CONTACT DETAILS

School Name: _____	Year Group Taught / Job title: _____
Postal Address: _____	Teacher's Email: _____
Suburb: _____	Would you like to be on our Education Email List?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Postcode: _____ Contact Phone #: _____	Accounts Contact Name: _____
Contact Fax #: _____	Accounts Phone #: _____
Teacher's Name: _____	Accounts Fax #: _____
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr	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. Bookings are by first come, first served basis.

I understand the terms and conditions Sign: _____ 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 these?	
--	--	-------------------------------------	----------------------------------	--

STEP FOUR: INDICATE YOUR PREFERRED PERFORMANCE DATES AND NUMBERS ATTENDING

Note: Riverside offers 1 free teacher ticket per 20 paying students. This allocation will be reflected on your first invoice.

Play Name	1 st Preference			2 nd Preference			3 rd Preference			Numbers Attending	
	Day	Date	Time	Day	Date	Time	Day	Date	Time	No. of Students	No. of Teachers (TOTAL)
PRIMARY											
Mr Freezy											
Fox											
Special Delivery											
Tashi											
dinosaur petting zoo											
Primary School Days											
EXTRAS											
Backstage Tour											

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