

# GROUP BOOKING



## SCHOOL OR GROUP DETAILS

Registered Business Name			
Trading Name			
ABN			
Street			
Suburb		Postcode	
Contact Person			
Position			
Phone		Email	
Accounts Contact			
Phone		Email	

## BOOKING PARTICULARS

Production	Performance Date	Curtain Time	# Pupils	# Teachers
Year level/s of pupils attending				

## TERMS & CONDITIONS AND DECLARATION

Brisbane Arts Theatre is an independent theatre company, with a small 151-seat venue. Thus, we must enforce strict booking policies for groups and schools to minimise any potential disruption to our business. Please read these **important** terms for your booking.

1. For school or OSHC bookings, **one** teacher/adult attends free for every **ten** paid pupils. Additional teacher/adult tickets will be charged at the applicable rate.
2. Upon processing of this form, you will be issued with an invoice for the full amount payable. A non-refundable 25% deposit is required against this invoice to secure your booking. This must be paid within 14 days from date of invoice.
3. We will cancel reservations with unpaid deposits.
4. Changes to pupil numbers **must be in writing** no later than **two weeks** prior to performance.
5. Final payment must be received at the very latest **one week prior** to performance.
6. If payment is not received by the performance date, your group will be denied entry to the performance.
7. We request that your group **arrive at least 30 minutes** prior to curtain time.
8. Groups arriving 10 minutes prior to curtain or later **will be refused entry to the performance.**
9. Bookings may be cancelled up to two weeks prior to performance, with the retention of a 25% deposit. 75% of the total booking amount may be refunded within this period. Bookings are **not** refundable if cancelled within two weeks prior to performance.

**I have read and understood the above conditions in full and I have the appropriate authority to commit to this booking.**

<b>Signature</b>		<b>Date</b>	
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## OFFICE USE

	<b>Initials</b>	<b>Date</b>
<b>SABO</b> <ul style="list-style-type: none"> <li>• Patron profile added, company name &amp; all contact details included</li> <li>• Seats reserved</li> </ul>		
<b>XERO</b> <ul style="list-style-type: none"> <li>• Contact located &amp; updated or added</li> <li>• All details included, including ABN</li> <li>• Invoice raised for total amount</li> <li>• Invoice sent</li> </ul>		
<b>FILING</b> <ul style="list-style-type: none"> <li>• Booking form filed</li> </ul>		