

BOOKING FORM 2011

Please fax this booking form to **1300 552 271** or post to Bell Shakespeare, PO Box 10, Millers Point NSW 2000
For enquiries call Bell Shakespeare on **1300 305 730**

CONTACT DETAILS (all areas mandatory)

School		
Contact Teacher	Position	
Email		
Phone	Mobile	Fax
School Address		Postcode
Accountant/Registrar	Phone	

ACTORS AT WORK

PERFORMANCE 1

PERFORMANCE 2

PERFORMANCE 3

Performance Name
Requested Date
Requested Time
Student Year/s
Estimated No. Students

IN-THEATRE PERFORMANCES / THE HAMLET SEMINAR

PERFORMANCE 1

PERFORMANCE 2

PERFORMANCE 3

Performance Name
Venue
Date
No. Student Tickets
No. Teacher Tickets (includes 1 free ticket per 20 students)
Total \$

My school qualifies for the 100km travel incentive discount (*Romeo And Juliet* only).

I am booking an early bird rate.

STUDENT MASTERCLASS

MASTERCLASS 1 (\$440)

MASTERCLASS 2 (\$440)

Requested Date
Alternative Date
Requested Time
Shakespeare Text
No. Students (max 40)
Year Group/Subject

PROFESSIONAL LEARNING

FORUMS (\$55 PER TEACHER)

MASTERCLASS (\$165 PER TEACHER)

Forum/Masterclass
Location
No. teachers
Teacher names
Total \$

My school qualifies for the 50km travel incentive discount.

Signing below indicates you have read and agreed to the terms and conditions stated overleaf and understand that this document forms a binding agreement between Bell Shakespeare and your school. TWO (2) SIGNATURES ARE REQUIRED TO VALIDATE BOOKING.

Name	Signature	Date
Please Circle - Booking Teacher/Head of Department		
Name	Signature	Date
Please Circle - Deputy Principal/Principal		

2011 TERMS AND CONDITIONS

Please carefully read the terms and conditions to which you are agreeing:

ALL PROGRAMMES

1. Bookings can only be accepted using the booking form provided by way of fax to **1300 552 271**, scanned and emailed to learning@bellshakespeare.com.au or mailed to PO Box 10, Millers Point, NSW, 2000.
2. Both the booking teacher's and Principal/Deputy Principal's signatures are required to validate a booking.
3. Changes and cancellations to any booking cannot be accepted over the phone and must be made in writing by fax, email or letter.
4. After confirmation of your booking, Bell Shakespeare will use its best endeavours to accommodate any subsequent written request for changes but reserves the right to retain the original arrangement and charge the full fee.
5. Bookings are made for and on behalf of the school and the school is liable to make payments on the due dates. If the school requires its own purchase order this must accompany the booking form.
6. It is the **booking teacher's responsibility** to notify the school executive of the booking and have the programme/s placed on the school calendar.
7. **CANCELLATION** by Bell Shakespeare for any reason will result in re-scheduling at a mutually agreed time or Bell Shakespeare will refund any payment made by the school.
8. Photographing, video recording or any another kind of recording **during** any Bell Shakespeare programme is **not permitted** and constitutes a breach of copyright. Please inform all staff that intend to be present during the performance.

ADDITIONAL TERMS AND CONDITIONS

ACTORS AT WORK

1. Upon Bell Shakespeare's confirmation of the booking a \$250 **non-refundable deposit** for each Actors At Work performance will be invoiced and is payable within 14 days.
2. Final payment will be invoiced after the performance and is **due within 14 days**.
3. **CANCELLATION** by the school **within eight (8) school weeks** of the scheduled date will result in the full minimum fee (\$1120) being payable by the school.

IN-THEATRE PERFORMANCES

1. A 25% **non-refundable deposit** is to be paid within seven days of the booking being confirmed by Bell Shakespeare.
2. Changes to student numbers (maximum decrease of 10% of original booking) must be made in writing **no later than six (6) school weeks** prior to the performance. It is the teacher's responsibility to initiate any changes. Requests made **less than six (6) school weeks** prior to the performance will not be accepted, and the school is liable for the total cost of the original booking.
3. Final payment is due **six (6) school weeks** before the performance.
4. Wheelchair access or other mobility requirements must be advised at the time of booking.
5. GST is not applicable to school matinee performances.

STUDENT MASTERCLASSES

1. To secure your booking, the full payment (\$440) is due **within 14 days** of the booking being confirmed and invoiced by Bell Shakespeare.
2. No refunds will be given for cancellations made **within 14 days** of the Student Masterclass date.

PROFESSIONAL LEARNING

1. **CANCELLATIONS** by the teacher/school made **more than 14 days** before the Teacher Masterclass/Forum will be eligible to transfer to: (a) another Teacher Masterclass/Forum; (b) an alternative teacher from within the school; or (c) a credit note to use for any other Bell Shakespeare programme in 2011.
2. **CANCELLATIONS** by the teacher/school made **within 14 days** will only be eligible to transfer the booking to an alternative teacher from the school. If no other teacher is available the school is liable for the total cost of the booking.