

BOOKING FORM 2010

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.

BOOKING DETAILS (all areas mandatory)

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

ACTORS AT WORK

PERFORMANCE 1

PERFORMANCE 2

PERFORMANCE 3

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

SCHOOL MATINEES

PERFORMANCE 1

PERFORMANCE 2

PERFORMANCE 3

Performance Name
Venue
Date
No. Student Tickets
No. Teacher Tickets
Total \$

STUDENT MASTERCLASS

MASTERCLASS 1 (\$440)

MASTERCLASS 2 (\$440)

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

TEACHER MASTERCLASS

Masterclass Name	Location	
Date	No. Teachers	x \$165 = Total \$
Participants' Names		

TEACHER FORUM (FREE)

Location	Date	No. Teachers
Participants' Names		

I have read and agree to the terms and conditions stated overleaf and understand that this document forms a binding agreement between Bell Shakespeare and my 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		

2010 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. Fax to 1300 552 271 or post to Bell Shakespeare, 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 **will not** be accepted over the phone and must be made in writing.
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 date. 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.

ADDITIONAL TERMS AND CONDITIONS

ACTORS AT WORK

1. Upon Bell Shakespeare's confirmation of the booking a \$200 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 (\$995) being payable by the school.

SCHOOL MATINEES

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.
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 confirmed Student Masterclass date.

TEACHER MASTERCLASSES

1. CANCELLATIONS by the teacher/school made more than 14 days before the Teacher Masterclass will be eligible to transfer to: (a) another Teacher Masterclass; (b) an alternative teacher from within the school; or (c) a credit note to use for any other Bell Shakespeare programme in 2010.
2. CANCELLATIONS by the teacher/school made within 14 days will only be eligible to transfer the booking to an alternative teacher from within the school. If no other teacher is available the school is liable for the total cost of the booking.