

## Booking Form 2012

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

### CONTACT DETAILS (all areas mandatory)

School

School address

State/Postcode

Contact teacher

Position

Email

Phone

Mobile

Fax

Accountant

Phone

Order no. (if required)

### ACTORS AT WORK (*Midsummer Madness, Macbeth: Undone*)

Performance 1

Performance 2

Performance 3

Performance name

Requested date

Requested time

Student year/s

Estimated no. students

### IN-THEATRE PERFORMANCES / SHAKESPEARE SEMINARS

Performance 1

Performance 2

Performance 3

Performance name

Date/Venue

Time

No. student tickets

No. comp teacher tickets (1 per 20 students)

No. paid teacher tickets

Total \$

My school qualifies for the 100km travel incentive discount (*Romeo And Juliet* only) Please note: Limited tickets available. See brochure for details.

### STUDENT MASTERCLASSES

Masterclass 1 (\$660 inc. GST)

Masterclass 2 (\$660 inc. GST)

Requested date

Alternative date

Requested time

Shakespeare play/topic

No. students (max. 40)

Year group/subject

### PROFESSIONAL LEARNING

Event name

Location

Date

No. teachers

Teacher name/s

Total \$

I qualify for the 100km travel incentive discount.

## Bell Shakespeare 2012 Terms and Conditions

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

This booking forms a binding agreement between Bell Shakespeare and the school, and the school is liable to make payments by the due dates. Bell Shakespeare will endeavour to accommodate any subsequent request for changes, but reserves the right to retain the original arrangements and charge the full fee.

Changes and cancellations to bookings cannot be accepted over the phone and **must** be made in writing via email, letter or fax. Cancellations by Bell Shakespeare will result in rescheduling at a mutually agreed time or Bell Shakespeare will refund any payment made by the school.

It is the booking teacher's responsibility to ensure student numbers are accurate, payment is organised and the school is notified of the booked activities.

### ACTORS AT WORK

1. **PAYMENT:** A \$250 **non-refundable deposit** per performance is to be paid within 14 days of booking. According to student numbers, final payment will be invoiced after the performance and is due within 14 days.
2. **CANCELLATIONS:** Cancellations made within 8 school weeks of the performance date will result in the full minimum fee (\$1,190) being payable by the school.

### IN-THEATRE PERFORMANCES/SHAKESPEARE SEMINARS

1. **PAYMENT:** A 25% **non-refundable deposit** is to be paid within 14 days of booking. Final payment is due six weeks before the performance.
2. **CHANGES TO NUMBERS:** Prior to six weeks before the performance date tickets can be reduced by a maximum of 10% of the original booking only. No changes can be made less than six weeks before the performance (ie. school is liable for total cost if changes/cancellation made within this time).
3. **CANCELLATIONS:** Once a booking has been confirmed by receipt of a booking confirmation sent by Bell Shakespeare, the school is liable to pay the total cost of the original booking.

### STUDENT MASTERCLASSES AND PROFESSIONAL LEARNING

1. **PAYMENT:** **Full payment** is due within 14 days of the booking being processed and invoiced by Bell Shakespeare.
2. **CANCELLATIONS:** No refunds will be given for cancellations made within 14 days of the masterclass date.

I have read and agree to the terms and conditions stated on this booking form 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