

# SCHOOL SEASON REQUEST TO BOOK FORM



Please note this a **request to book only** and your booking request is subject to availability. Our Operations Officer will contact you within 5 business days to confirm if your booking has been accepted. Should you not have a response in 5 business days, please call (08) 9335 5044.

✉ **SEND YOUR COMPLETED FORM**

Email with subject line **REQUEST TO BOOK**: [admin@sppt.asn.au](mailto:admin@sppt.asn.au)

<b>Performance Title:</b>		
<b>Performance Date:</b>	<b>Performance Time:</b> <input type="checkbox"/> 10am <input type="checkbox"/> 1pm	<b>Year Group/s of Students:</b>
<b>No. of Students:</b> Standard Price: \$10.00 per student Group of 40 +: \$8.00 per student		<i>Office use only (FINAL NUMBERS)</i>
<b>No. of Teachers/Carers:</b> 1 free teacher/carer for every 8 children		<i>Office use only</i>
<b>No. Additional Adults:</b> Additional adult ticket price is the same as the student ticket price		<i>Office use only</i>
<b>Notes/Access Requirements:</b> Please include information important/relevant to your booking including access requirements		
<b>Name of School:</b>		
<b>School Mailing Address:</b>		
<b>Main Contact Person Name:</b>		
<b>Main Contact Person Position Title:</b>		
<b>Main Contact Person Email:</b>		
<b>Main Contact Office Phone:</b>	<b>Main Contact Mobile Phone:</b> on the day	
<b>Accounts Email (School Bursar):</b> Invoices will be sent to this email		

## TERMS & CONDITIONS

Once your booking has been confirmed, the following terms and conditions apply:

**Cancellation clause.** The following cancellation fees apply:

- 4 weeks out from performance - 50% of the original quote
- 2 weeks out from performance - 100% of the original quote

Should your booking change, please contact the Bookings and Administration Officer on (08) 9335 5044.

**Payment:** you will be asked to sign off the final numbers on the day of the performance. Payment can be made either:

- On the day: Cash, Cheque, Visa or Mastercard, OR
- After the performance date: An invoice will be emailed. Payment terms are strictly 14 days from the date of invoice. For invoices not paid within 30 days, a daily late fee of 2.5% will be applied until payment is made.

**I confirm the details above and agree to the terms and conditions:**

NAME: _____
DATE (DD/MM/YYYY): _____ SIGNATURE: _____

*Office Use Only <b>4-1120</b>
Booking Ref: _____ Total: _____
Signature: _____