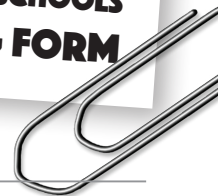




# EDUCATION@GLASSHOUSE 2016

**PRIMARY SCHOOLS  
BOOKING FORM**



## SCHOOL DETAILS

School	Phone number
Postal address	
Suburb	Postcode
Admin Email address	

## TEACHER DETAILS

Name	Position
Direct Email	Mobile

## EVENT DETAILS



### PERFORMANCES\*

	Date	Time	Duration	Price	No. of students	*No. of teachers	Total seats
The Hungry Caterpillar Show	Tuesday 17 May	11.30am 1.30pm	50 min	\$16.50			
The 52-Storey Treehouse	Tuesday 24 May	10am 12pm	50 min	\$18.50			
Sydney Symphony Orchestra	Friday 27 May	10am	1 hour	\$10.00			
Taikoz - Chi Udaka	Friday 29 July	12.30pm	80 min	\$18.50			
Circa - Carnival of the Animals	Wednesday 7 September	11am	1 hour	\$18.50			



### WORKSHOPS\*\*

	Date	Time	Duration	Price	No. of students	*No. of teachers	Total Seats
Circa Workshop	Tuesday 6 September	1.30pm	1 hour	\$15.00			
Sneak Peek: Circa - Carnival of the Animals	Tuesday 6 September	4pm	1 hour	\$18.50			

### PROFESSIONAL LEARNING

	Date	Time	Duration	Price	Name of Teachers
<b>Sydney Symphony Professional Learning Workshops.</b> Free accredited workshops for teachers - suitable for both music specialist and general primary teachers.	Tuesday 22 March	4pm	2 hours	FREE	

\*1 teacher free for every 20 student tickets \*\* Workshop numbers limited

## SEATING REQUIREMENTS

Do any of your students have any special seating requirements? (Please tick)

Wheelchair seating

Assisted listening devices

## Please return booking form to:

EDUCATION@THE GLASSHOUSE  
PO Box 84 Port Macquarie NSW 2444  
Email education@glasshouse.org.au

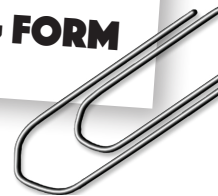
## Enquiries

**Karly Mejlak**, Box Office and Front of House Officer  
Phone 02 6581 8873  
email karly@glasshouse.org.au



# EDUCATION@ GLASSHOUSE 2016

**BOOKING FORM**



## STEP 1: BOOK

Book your tickets by sending in the booking form.

Please provide as close to actual numbers as possible - though we understand these may change. Once your booking form is received, an email confirmation will be sent within seven (7) days, confirming acceptance of your booking.

## STEP 2 FINAL NUMBERS

Final numbers are due eight (8) weeks prior to the event you are attending.

Note: if any of your students have accessible needs, please let us know so we can accommodate them as best we can.

## STEP 3 INVOICING

An invoice will be sent out six (6) weeks prior to the event you are attending as per the final numbers given.

## STEP 4 FINAL PAYMENT

Final payment is due no later than four (4) weeks prior to the event you are attending. Please ensure you pay no later than the due date on your invoice.

## STEP 5 TEACHERS RESOURCE PACKS

Once you have paid your invoice we will send you any relevant teachers resource pack.

## STEP 6 PLANNING YOUR VISIT

The Glasshouse website has useful information for planning your visit, including a 'planning your visit' fact sheet and a 'venue and safety information sheet' to assist in preparing the school risk assessment via [www.glasshouse.org.au/education](http://www.glasshouse.org.au/education)

## STEP 7 ENJOY YOUR VISIT

**ARRIVAL:** Please arrive 30 minutes prior to the start time of the performance. Note - latecomers may not be admitted until a suitable break in the performance.

**RUNNING LATE:** Please call the Glasshouse Box Office on (02) 6581 8888 to notify us if you are running late.

**BAGS:** The safety and security of our guests is very important. We request wherever possible teachers and students do not bring school bags with them to performances.

Watching live theatre is a unique experience, unlike watching TV or a movie. Our actors give you a dedicated performance every time and your best behaviour is the greatest way to show your respect and appreciation! To make sure everyone in the audience and on the stage has a good time, we ask you to ensure that your students:

- laugh but don't chat
- listen and don't text, tweet or call (turn off their mobile and iPod)
- be on the edge of their seat but not in anyone else's (or the aisle!)
- take home a great experience but don't take photographs
- write notes later or they might miss something magical
- bring a hunger for knowledge but don't bring food or drink into the theatre.

## AGREEMENT

I have read and accept the education booking conditions (please see below)

Name

Signature

Date

## EDUCATION BOOKING CONDITIONS

### Education terms of payment, cancellation and changes

1. All bookings made with the Glasshouse Education Program are subject to these Education Booking Conditions and the Glasshouse Ticketing Terms and Conditions (available online)
2. If a booking is made on behalf of a school or organisation, then that entity and the person nominated as the representative must ensure payments are delivered by due dates on specific invoices.
3. An email confirmation will be issued upon making a reservation.
4. Final ticket numbers must be confirmed to the Glasshouse no later than eight (8) weeks prior to the event.
5. All bookings must be paid in full four (4) weeks prior to the event, or the Glasshouse reserves the right to cancel the booking.  
Note: final numbers must be paid for regardless of attendance on the day.
6. Any bookings made within eight (8) weeks of the event are considered final and full payment is required within four (4) weeks.
7. In the event that the school or organisation wishes to cancel an education booking, written notification from the responsible representative is to be provided no later than eight (8) weeks prior to the performance.
8. The Glasshouse has the right to refuse entry to schools and individuals who do not have a confirmed booking.
9. The Glasshouse must be notified of any accessible requirements prior to the event date.
10. Tickets are subject to the Live Performance of Australia Code of Practice <http://www.liveperformance.com.au>

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