

PERFORMANCE	Date	Time	Price	Students	Teachers	Total
AGATHA CHRISTIE'S THE MOUSETRAP	Wednesday 17 July	7.30pm	Students \$35 (1 FOC teacher per 10 students)			
	Thursday 18 July 2024	7.30pm				
	Friday 19 July 2024	2pm				
		7.30pm				

## SCHOOL DETAILS

School	Phone number
Postal address	
Suburb	Postcode
Admin Email address	

## TEACHER DETAILS

Name	Department
Direct Email	

**Accessible Requirements** Do any of your students have any accessible seating requirements? (Please tick)

Wheelchair seating
  Assisted listening devices
  Carers
  Special needs

We will confirm requirements closer to your excursion date.

### 7 Easy Steps:

#### Step 1 - Book

Book your tickets by sending in the booking form via email to [education@glasshouse.org.au](mailto:education@glasshouse.org.au)

#### Step 2 - Final Numbers

Final numbers are due ten (10) weeks prior to the event you are attending.

NOTE: If the event date falls in Term 1, final numbers will be due week six (6) of Term 4 the year prior.

#### 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.

NOTE: If the event date falls in Term 1, invoices will be sent out by week seven (7) of Term 4 the year prior with payment due prior to Term 4 ending.

#### Step 4 - Final Payment

Final payment is due no later than four (4) weeks prior to the event you are attending.

NOTE: If the event date falls in Term 1, final payment will be due prior to the last day of Term 4 the year prior.

#### Step 5 - Teachers' Resource Packs

Once you have paid your invoice, we will send you any relevant teachers' resource packs.

#### Step 6 - Planning Your Visit

The Glasshouse website has useful information for planning your visit, including a fact sheet and a 'venue and safety' information sheet to assist in preparing the school risk assessment.

#### Step 7 - Enjoy Your Visit on the Day

I have read and accept the Glasshouse Education Booking Terms & Conditions above. Please refer to [www.glasshouse.org.au/Education](http://www.glasshouse.org.au/Education) for further information.

OFFICE USE

Form received: ..... Final no. email: .....

Booking processed: ..... Final numbers confirmed: .....

Confirmation email: ..... Invoiced: .....