

PERFORMANCE	Date	Time	Price	Students	Teachers	Total
ST AGNES EDUCATION - SPARK ART FESTIVAL	Thursday 20 November	11am / 4pm / 7pm	\$10.00 (1 free teacher per 20 students)			

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

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 for further information.

OFFICE USE

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

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

Confirmation email:..... Invoiced: