

OOSH & Vacation Care booking form



STEP 1: complete your details

Name _____ Phone (work/mobile): _____ / _____

OOSH / Vacation Care Centre Name _____

Address _____

_____ Postcode _____

Email* _____

*it is essential we have an accurate email address for you for invoicing and communication purposes.

How did you hear about us? _____

Access requirements: wheelchair seatings hearing assistance seating near exits

pre-show tactile tour other additional needs _____

Tick here if you **do not** wish to be on our e-news list.

STEP 2: read the terms & conditions on the back of this form

Terms & Conditions yes I have read and accept the Terms & Conditions of this booking.

STEP 3: complete the booking form below

<p>tickets \$19 (1 carer: 8 children free)</p> <p>45 mins long</p> <p>for ages 5+</p>	<p>BOOKING FORM</p>	<p>Slapdash Galaxy</p>				
		<p>dates</p>	<p>times</p>	<p>no. of children</p>	<p>no. of carers</p>	<p>age ranges</p>
		<p><input type="checkbox"/> Tue 23 January</p>	<p><input type="checkbox"/> 10.30am <input type="checkbox"/> 12.30pm</p>			
		<p><input type="checkbox"/> Wed 24 January</p>	<p><input type="checkbox"/> 10.30am <input type="checkbox"/> 12.30pm</p>			
		<p><input type="checkbox"/> Thur 25 January</p>	<p><input type="checkbox"/> 10.30am <input type="checkbox"/> 12.30pm*</p>			
		<p><input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/></p>			
<p><input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/></p>					

*Relaxed performance

terms & conditions



1. Complete the booking form.

2. Return your completed form to:

EMAIL: admin@monkeybaa.com.au

FAX: 02 8209 4977

POST: Lendlease Darling Quarter Theatre, Terrace 3, 1-25 Harbour St Sydney NSW 2000

Risk Assessment: <http://monkeybaa.com.au/education/> or email us to be sent a copy.

3. Reservation and Deposit: Monkey Baa will contact you, confirming your reservation. To secure your booking, we will issue you with an invoice for a non-refundable deposit of 30% of the total cost of your reservation, payable within 10 days. (Your deposit will be credited against the total amount due).

4. Confirmation and Final numbers: 6 weeks prior to the start of the performance season we will contact you to confirm your numbers and then issue a final invoice.

5. Final Payment and securing your booking: Final payment is due 4 weeks prior to the start of the performance season. For invoicing purposes, attendance numbers provided at this point are final. Additional tickets can be requested via email admin@monkeybaa.com.au and are subject to availability.

6. 'Your Visit' Email: 1-2 weeks before your excursion, we will send you a detailed email with visit information to make your excursion as stress-free as possible. We will update you about any changes to the show's running time and/or content etc. No tickets will be issued to you; we will allocate your seats and escort your group into the theatre.

7. Your excursion is here! We welcome you and the young people in your care to the theatre.

CANCELLATIONS: Written notification (email or fax) is to be provided if your group can no longer attend a performance. If the performance is more than 4 weeks away your deposit will be retained by Monkey Baa Theatre Company. If the performance is less than 4 weeks away, your invoice (including deposit) must be paid IN FULL. This is because it is extremely unlikely another group will be able to purchase those tickets given the lead time required for excursion approval, planning and payment.

Bookings made with less than 4 weeks to the performance: Please submit your request in writing via the booking form or by emailing us and note that the following terms and conditions apply:

1. These bookings are final at the time you make the booking request and no reductions to numbers will be permitted.
2. An invoice will be sent for full payment to be settled within 14 days. Payment must be received by Monkey Baa in full at least one week before the commencement of the show's season.
3. If this excursion is cancelled in this 4-week time frame the organisation is liable to cover the costs of the booking in full.