

# booking form

Please book early to avoid disappointment. Capacity is strictly limited.

## STEP 1: COMPLETE YOUR DETAILS

Teacher name: \_\_\_\_\_

School phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

School: \_\_\_\_\_

School address: \_\_\_\_\_

Email (of the teacher booking): \_\_\_\_\_

Year group/s attending: \_\_\_\_\_

Tick here if your school uses the EDConnect financial system for invoicing and payment.

How did you hear about us? \_\_\_\_\_

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

\*A valid email is essential for invoicing and communication purposes

## STEP 2: SELECT SHOWS, DATES AND TIMES AND ENTER STUDENT/TEACHER DETAILS

Primary: Shows					
show	date	time	cost	no. of students	no. of teachers
Possum Magic	<input type="checkbox"/> 3 July	<input type="checkbox"/> 10:30am	<input type="checkbox"/> 12:30pm	\$19 per student (1 teacher free per 10 students)	
	<input type="checkbox"/> 4 July	<input type="checkbox"/> 10:30am	<input type="checkbox"/> 12:30pm		
	<input type="checkbox"/> 5 July	<input type="checkbox"/> 10:30am Auslan interpreted performance.	<input type="checkbox"/> 12:30pm		
The Twits	<input type="checkbox"/> 22 July	<input type="checkbox"/> 10:30am	<input type="checkbox"/> 12:30pm	\$19 per student (1 teacher free per 10 students)	
	<input type="checkbox"/> 23 July	<input type="checkbox"/> 10:30am	-		
Josephine Wants to Dance	<input type="checkbox"/> 15 Oct	<input type="checkbox"/> 10:30am	<input type="checkbox"/> 12:30pm	\$19 per student (1 teacher free per 10 students)	
	<input type="checkbox"/> 16 Oct	<input type="checkbox"/> 10:30am	<input type="checkbox"/> 12:30pm		
	<input type="checkbox"/> 17 Oct	<input type="checkbox"/> 10:30am	<input type="checkbox"/> 12:30pm		

Primary: In-School Workshops				
workshop	cost & duration	recommended for	No. of students (max. 30 per session)	preferred date
Possum Magic	\$350+GST (60 mins)	Years K-4		
Josephine Wants to Dance	\$350+GST (60 mins)	Years K-4		
Terror Bites	\$650+GST (full day)	Years 5-6		
Blast Off!	\$400+GST (90 mins)	Year 6		

Primary and Secondary: Show						
show	date	time		cost	no. of students	no. of teachers
Hitler's Daughter	<input type="checkbox"/> 2 Sept	<input type="checkbox"/> 10:15am	<input type="checkbox"/> 12:30am	\$19 per student (1 teacher free per 10 students)		
	<input type="checkbox"/> 3 Sept	<input type="checkbox"/> 10:15am	<input type="checkbox"/> 12:30am			
	<input type="checkbox"/> 4 Sept	<input type="checkbox"/> 10:15am	<input type="checkbox"/> 12:30am			
	<input type="checkbox"/> 5 Sept	<input type="checkbox"/> 10:15am	<input type="checkbox"/> 12:30am			

Primary and Secondary: Hitler's Daughter & Sydney Jewish Museum Excursion					
date	OPTION 1 10.15am Show 12.30pm Museum	OPTION 2 10am Museum 12.30pm Show	cost	no. of students	no. of teachers
2 Sept	<input type="checkbox"/>	<input type="checkbox"/>	\$29 per student (1 teacher free per 10 students)		
3 Sept	<input type="checkbox"/>	<input type="checkbox"/>			
4 Sept	<input type="checkbox"/>	<input type="checkbox"/>			
5 Sept	<input type="checkbox"/>	<input type="checkbox"/>			

Secondary: Shows					
show	date	time	cost	no. of students	no. of teachers
In Between Two	<input type="checkbox"/> 4 April		<input type="checkbox"/> 7pm	\$25 per student (1 teacher free per 10 students)	
	<input type="checkbox"/> 5 April	<input type="checkbox"/> 10:30am	<input type="checkbox"/> 1pm		

Secondary: In-School Workshops				
workshop	cost & duration	recommended for	No. of students (max. 30 per session)	preferred date
Playbuilding	\$400+GST (90 mins)	Years 7-12		

## STEP 3: ACCESS REQUIREMENTS

Please outline how we can assist with any disability access requirements. The more detailed and specific you can be, the better we can support your students. It is imperative we are aware in advance of requirements. Refer to page 17 for further information. \_\_\_\_\_

## STEP 4: TERMS AND CONDITIONS

I have read and understand the terms and conditions of this booking as set out on page 16. I agree to adhere to these terms.

Signed \_\_\_\_\_

## STEP 5: SEND US YOUR BOOKING FORM! WOO HOO!

Scan and email your form to [admin@monkeybaa.com.au](mailto:admin@monkeybaa.com.au) or fax it to us via 02 8209 4977.

**Disclaimer:** Every endeavour has been made to ensure that the content of our Education Brochure is correct at the time of printing. Nevertheless, things can change. Monkey Baa Theatre Company reserves the right to vary advertised programs and to add, withdraw and substitute as necessary.

# how to book & what you need to know

**1. Complete the booking form:** fill in the form in this booklet, or contact us on 02 8624 9340/ [admin@monkeybaa.com.au](mailto:admin@monkeybaa.com.au) to be sent a form.

**2. Return your completed form:**  
**EMAIL** [admin@monkeybaa.com.au](mailto:admin@monkeybaa.com.au)  
**FAX** 02 8209 4977

**POST** The ARA Darling Quarter Theatre,  
Terrace 3, 1–25 Harbour St,  
Sydney NSW 2000

**Risk Assessment:** [monkeybaa.com.au/education/](http://monkeybaa.com.au/education/) or email us to be sent a copy.

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

NB: Does your school use the EDConnect financial system? If so, you will need to print out invoices from Monkey Baa, attach a purchase order, and send through to EDConnect as a pre-payment. This ensures the invoice is paid before you attend the performance.

**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 for the remaining balance. This ensures the invoice is paid before you attend the performance and we can confirm the booking.

**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](mailto:admin@monkeybaa.com.au) and are subject to availability.

**6. 'Your Visit' email:** 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 Teacher Resources and advise you if there are 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 take your school into the theatre as a group.

**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 school can no longer attend a performance. If the performance is more than 4 school weeks away your deposit will be retained by Monkey Baa Theatre Company. When making a cancellation that is less than 4 school weeks away, your invoices (including the deposit) must be paid in full. This is due to it being extremely unlikely that another school will be able to purchase those tickets, given the lead time schools require for excursion approval, planning and payment.

**Bookings made with less than 6 school 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 the booking is cancelled in this 6-week time frame the school is liable to cover the costs of the booking in full.

## theatre access

### wheelchair users

There are several wheelchair and companion seating positions available in our theatre. To book a space, please contact our Box Office. The ARA Darling Quarter Theatre foyer is accessible by ramps from the Darling Quarter district. Inside the foyer, there is an accessible toilet (and ambulant toilets in the male and female bathrooms) and ramp access to the auditorium.

### companion card

Monkey Baa is a Companion Card affiliate.

### guide dogs, seeing eye and other assistance animals

Guide Dogs are welcome in our theatre. Please contact our Box Office in advance if you wish to discuss arrangements.

### hearing assistance

Assisted listening devices are available in the theatre. Please contact our Box Office in advance.

### auslan performances

Monkey Baa endeavours to program Auslan interpreted performances of our productions. Contact us to enquire.

### national relay service

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service and provide them with our phone number: 02 8624 9340. Our Box Office is open Monday – Friday, 9.30am – 5pm.

### relaxed performances

We offer a Relaxed Performance during every school holiday season.

### tactile tours

If a child is vision impaired, we'd love to arrange a tactile tour of the set and costumes before the production starts. Please contact our Box Office in advance to discuss arrangements. Call our box office staff on **02 8624 9340**

