

# booking process and information

## 1. BOOKING RECEIPT & DEPOSIT

Monkey Baa will contact you to confirm your booking. A 30% non-refundable deposit must be paid within 10 days of the booking being confirmed to secure your booking. This amount will be credited against the total amount due.

## 2. CONFIRMATION OF NUMBERS & PAYMENT

**6 WEEKS PRIOR TO EVENT**  
Monkey Baa will contact you to confirm your final numbers and issue an invoice for the outstanding balance (payable within 14 days).

**4 WEEKS PRIOR TO EVENT**  
Final payment of ourstanding balance/final invoice is due. Attendance numbers on final invoice cannot not be reduced. Additional tickets can be requested via email [admin@monkeybaa.com.au](mailto:admin@monkeybaa.com.au) and are subject to availability. Receipt of full payment is required to complete booking.

### IF YOU USE THE EDCONNECT FINANCIAL SYSTEM

Print out Monkey Baa invoices attach a purchase order, and send through to EDConnect as a pre-payment.

## 3. 'YOUR VISIT' EMAIL

**3 WEEKS PRIOR TO EVENT**  
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.

## 4. ON EVENT DAY

We welcome you and the young people in your care to the theatre.

No tickets will be issued to you; we will allocate your seats and take your school into the theatre as a group.

## RISK ASSESSMENT

Visit our website [monkeybaa.com.au/education](http://monkeybaa.com.au/education) or email us to be sent a copy.

## CANCELLATIONS

Written notification by email or fax is to be provided if your school can no longer attend a performance.

**CANCELLATIONS MORE THAN 4 WEEKS FROM EVENT**  
Your deposit will be retained by Monkey Baa.

**CANCELLATIONS LESS THAN 4 WEEKS FROM EVENT**  
All invoices must be paid in full (including deposit).

Our cancellation policy can be found at our website.

## LATE BOOKINGS

**MADE WITHIN 6 SCHOOL WEEKS UNTIL THE EVENT**  
Requests to be made in writing via booking form or email to [admin@monkeybaa.com.au](mailto:admin@monkeybaa.com.au). The following terms and conditions apply to late bookings:  
1. Bookings are final at the time of the booking request.  
2. Full payment must be made within 14 days of booking request and received by Monkey Baa at least 1 week prior to the commencement of the show's season.  
3. Cancelled late bookings will incur full payment charges.  
4. Refunds, changes to dates and numbers will not be accepted to late bookings.

# 2021 education booking form

## SCHOOL & TEACHER DETAILS

SCHOOL NAME \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

BOOKING TEACHER NAME \_\_\_\_\_

BOOKING TEACHER EMAIL \_\_\_\_\_

BOOKING TEACHER MOBILE \_\_\_\_\_

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

YEAR GROUP ATTENDING & SUBJECT \_\_\_\_\_

- Tick if your school uses the EDConnect financial system for invoicing and payment.  
 Tick here if you do not wish to be on our Education e-news list

## ACCESS REQUIREMENTS

Please outline in detail any disability access requirements so we can support your students. This information must be submitted ahead of your attendance. Refer to page 26 for further information.

\_\_\_\_\_  
\_\_\_\_\_

## TERMS AND CONDITIONS

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

SIGNED \_\_\_\_\_

LET US KNOW WHAT SHOWS AND WORKSHOPS YOU WOULD LIKE TO EXPERIENCE IN 2021. IF THIS IS YOUR FIRST VISIT TO US OR NEED ADVICE PLEASE CONTACT US (02) 8624 9340!

**ATTEND OUR THEATRE WITH YOUR SECONDARY STUDENTS  
SELECT EXCURSION ACTIVITIES HERE**

|                          | SHOW  | AGES/<br>DURATION            | COST             |  | TIMES                    |  | NO. OF<br>STUDENTS | NO. OF<br>TEACHERS       |         |  |  |
|--------------------------|---|------------------------------|------------------|--|--------------------------|--|--------------------|--------------------------|---------|--|--|
| TERM 1                   | Neighbourhood Watch Seminar   | Years 11-12<br>1.5hrs        | \$25 per student | <input type="checkbox"/>                         | 3 MAR                    | <input type="checkbox"/>                         | 10:30AM            | <input type="checkbox"/> | 12:30PM |  |  |
|                          |   |                              |                  | <input type="checkbox"/>                         | 4 MAR                    | <input type="checkbox"/>                         | 10:30AM            | <input type="checkbox"/> | 12:30PM |  |  |
|                          |   |                              |                  | <input type="checkbox"/>                         | 5 MAR                    | <input type="checkbox"/>                         | 10:30AM            | <input type="checkbox"/> | 12:30PM |  |  |
|                          | Lecoq Workshop 1<br><small>Ensemble Makers, Devised Theatre &amp; Objects of Play</small> | Years 9-12<br>2hrs           | \$30 per student | <input type="checkbox"/>                         | 16 MAR                   | <input type="checkbox"/>                         | 10AM               |                          |         |  |  |
|                          |   |                              |                  | <input type="checkbox"/>                         | 17 MAR                   | <input type="checkbox"/>                         | 10AM               |                          |         |  |  |
|                          |   |                              |                  | <input type="checkbox"/>                         | 18 MAR                   | <input type="checkbox"/>                         | 10AM               |                          |         |  |  |
|                          |   |                              |                  | <input type="checkbox"/>                         | 16 MAR                   | <input type="checkbox"/>                         | 12:30PM            |                          |         |  |  |
|                          |   |                              |                  | <input type="checkbox"/>                         | 17 MAR                   | <input type="checkbox"/>                         | 12:30PM            |                          |         |  |  |
|                          |   |                              |                  | <input type="checkbox"/>                         | 18 MAR                   | <input type="checkbox"/>                         | 12:30PM            |                          |         |  |  |
| TERM 2                   | Hitler's Daughter Seminar   | see show info page<br>1.5hrs | \$22 per student | <input type="checkbox"/>                         | 9 JUN                    | <input type="checkbox"/>                         | 10:30AM            | <input type="checkbox"/> | 12:30PM |  |  |
|                          |   |                              |                  | <input type="checkbox"/>                         | 10 JUN                   | <input type="checkbox"/>                         | 10:30AM            | <input type="checkbox"/> | 12:30PM |  |  |
|                          |   |                              |                  | <input type="checkbox"/>                         | 11 JUN                   | <input type="checkbox"/>                         | 10:30AM            | <input type="checkbox"/> | 12:30PM |  |  |
|                          | Please indicate if you would like to purchase packages (see Page XX)                      |                              |                  | <input type="checkbox"/> + PLAYBUILDING WORKSHOP |                          | <input type="checkbox"/> + SJM VIRTUAL INCURSION |                    |                          |         |  |  |
|                          | Amphibian   | Years 7-10<br>60mins         | \$19 per student | <input type="checkbox"/>                         | 15 JUN                   | <input type="checkbox"/>                         | 10:30AM            | <input type="checkbox"/> | 12:30PM |  |  |
| <input type="checkbox"/> |   |                              |                  | 16 JUN   | <input type="checkbox"/> | 10:30AM  |                    |                          |         |  |  |

**SEND US YOUR BOOKING FORM**

EMAIL Scan and email to admin@monkeybaa.com.au

POST Send to ARA Darling Quarter Theatre, 1-25 Harbour St, Sydney NSW

FAX Copy and send to 02 8209 4977

ONLINE Complete online at monkeybaa.com.au/education click Book Online

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

**ATTEND OUR THEATRE WITH YOUR PRIMARY STUDENTS  
SELECT EXCURSION ACTIVITIES HERE**

|   | SHOW                      | AGES/<br>DURATION   | COST   | DATES                    | TIMES  | NO. OF<br>STUDENTS       | NO. OF<br>TEACHERS |                          |         |  |  |
|---|---------------------------|---------------------|--|--------------------------|--|--------------------------|--------------------|--------------------------|---------|--|--|
| TERM 1  | Pete The Sheep            | Years K-4<br>50mins | \$19 per student                                 | <input type="checkbox"/> | 29 MAR   | <input type="checkbox"/> | 10:30AM            | <input type="checkbox"/> | 12:30PM |  |  |
|   |                           |                     |  | <input type="checkbox"/> | 30 MAR   | <input type="checkbox"/> | 10:30AM            | <input type="checkbox"/> | 12:30PM |  |  |
|   |                           |                     |  | <input type="checkbox"/> | 31 MAR   | <input type="checkbox"/> | 10:30AM            | <input type="checkbox"/> | 12:30PM |  |  |
|   |                           |                     |  | <input type="checkbox"/> | 1 APR  | <input type="checkbox"/> | 10:30AM            | <input type="checkbox"/> | 12:30PM |  |  |
| TERM 2  | Hitler's Daughter Seminar | Years 5-6<br>1.5hrs | \$22 per student                                 | <input type="checkbox"/> | 9 JUN  | <input type="checkbox"/> | 10:30AM            | <input type="checkbox"/> | 12:30PM |  |  |
|   |                           |                     |  | <input type="checkbox"/> | 10 JUN   | <input type="checkbox"/> | 10:30AM            | <input type="checkbox"/> | 12:30PM |  |  |
|   |                           |                     |  | <input type="checkbox"/> | 11 JUN   | <input type="checkbox"/> | 10:30AM            | <input type="checkbox"/> | 12:30PM |  |  |
| Indicate if you would like to purchase packages (see Page XX) |                           |                     | <input type="checkbox"/> + PLAYBUILDING WORKSHOP |                          | <input type="checkbox"/> + SJM VIRTUAL INCURSION |                          |                    |                          |         |  |  |
| TERM 3  | Robot Song                | Years 3-6<br>1hr    | \$19 per student                                 | <input type="checkbox"/> | 19 AUG   | <input type="checkbox"/> | 10:15AM            | <input type="checkbox"/> | 12:45PM |  |  |
|   |                           |                     |  | <input type="checkbox"/> | 20 AUG   | <input type="checkbox"/> | 10:15AM            | <input type="checkbox"/> | 12:45PM |  |  |
| TERM 4  | Saltbush                  | Years K-5<br>50mins | \$19 per student                                 | <input type="checkbox"/> | 2 NOV  | <input type="checkbox"/> | 10:30AM            | <input type="checkbox"/> | 12:30PM |  |  |
|   |                           |                     |  | <input type="checkbox"/> | 3 NOV  | <input type="checkbox"/> | 10:30AM            | <input type="checkbox"/> | 12:30PM |  |  |
|   |                           |                     |  | <input type="checkbox"/> | 4 NOV  | <input type="checkbox"/> | 10:30AM            | <input type="checkbox"/> | 12:30PM |  |  |

**WE COME TO YOUR SCHOOL  
WORKSHOP INCURSIONS FOR PRIMARY & SECONDARY STUDENTS**

| TITLE          | SUITABILITY/<br>DURATION | COST  | NO. OF<br>STUDENTS<br><small>MAX. 30 PER SESSION</small> | NO. OF<br>SESSIONS | PREFERRED<br>DATE |
|----------------|--------------------------|---|--|--------------------|-------------------|
| Pete The Sheep | Stages ES1, 1 & 2 (1hr)  | \$15 per student<br><small>MIN. FEE \$300</small> |  |                    |                   |
| Possum Magic   | Stages ES1, 1 & 2 (1hr)  |   |  |                    |                   |
| Blast Off!     | Yr 6 (1.5hr)             |   |  |                    |                   |
| Playbuilding   | Yr 7-12 (1.5hr)          |   |  |                    |                   |

**TEACHER PROFESSIONAL DEVELOPMENT WORKSHOPS**

|                              |       |   |  |  |  |
|------------------------------|-------|---|--|--|--|
| Drama as a Teaching Tool     | 1.5hr | \$50 per teacher                              |  |  |  |
| Play! A Toolkit for Teachers | 1.5hr | <small>MIN. 10 &amp; MAX. 20 TEACHERS</small> |  |  |  |