

# SCHOOL GROUP BOOKING FORM



Cairns Civic Theatre  
Florence & Sheridan Sts

PO Box 359  
Cairns Qld 4870

Tickets & Enquiries  
1300 855 835

Facsimile  
(07)4031 3102

Administration  
(07) 4031 7597

<b>School</b>	
<b>Contact</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Fax</b>	
<b>E-Mail</b>	

<b>Show</b>	
<b>Venue</b>	
<b>Day</b>	
<b>Date</b>	
<b>Time</b>	

Ticket Type	No of Tickets Required		Ticket Price (Inc GST)	Total (Inc. GST)
Group/10+				
Teacher				
<b>Total -</b>				

Cairns Regional Council  
ABN 24 310 025 910

The above booking has been placed on hold for you.

Your reservation number is

**A tax receipt will be issued at the time of payment. Payment can be made via:**

- **Cash**
- **Cheque - please make cheques payable to 'ticketLiNK'**  
IF PAYING BY CHEQUE, PLEASE MAIL AT LEAST ONE WEEK PRIOR TO THE PERFORMANCE DATE.  
IF THERE IS LESS THAN ONE WEEK, PLEASE BRING THE CHEQUE TO THE THEATRE IN PERSON.
- **EFTPoS – in person at the ticketLiNK office**
- **Credit Card (Bank Card, Master Card, Visa Card) – via telephone or in person**



use only

<b>Seat numbers placed on hold</b>	
<b>Full payment is required 2 weeks prior</b>	
Held Booking only processed by	(Initials) (Date)
Confirmation <span style="color: red;">emailed</span>	(Initials) (Date)
Payment received	(Date)
Processed by	(Initials)
Tickets (please circle)	Posted / Collected / Held

## **SCHOOL GROUP INFORMATION**

Thank you for making a group booking for your students to visit the Cairns Civic Theatre. Please read the following information carefully. If you have any questions please contact ticketLink on 1300 855 835

**TICKETS** – We do not normally issue tickets for school groups. Students are seated by the ushers according to a seating plan prepared by ticketLiNK staff. If you would particularly like tickets to be printed for your students, please contact ticketLiNK by phone or email.

**ARRIVAL** – Please arrive at least 20 minutes before the show starts. A supervising teacher will need to report to the Front of House Supervisor upon arrival, to confirm numbers, special requirements and receive specific directions on entry to the theatre.

**BAGS** – School bags (including lunch bags) are not permitted in the auditorium and are ideally left on the bus. There is minimal space in the Theatre Foyer for school bags.

**DURING THE SHOW** – A visit to the Theatre is a special occasion. For the benefit of all patrons, please ask your students to refrain from;

- Eating, drinking or chewing gum in the theatre
- Speaking during the performance
- Putting their feet on the chairs or climbing over chairs
- Using mobile phones, MP3 players or other electrical devices. These should be turned off.

**INTERVAL** – If there is an interval during the show, please ensure students remain within the foyer or theatre gardens so that we can start the second half on time.

**SPECIAL NEEDS/REQUIREMENTS** – Please advise the theatre of any special needs your students have in the section above. We have allocated spaces for wheelchairs if required.

**Cairns Civic Theatre staff have “Working with Children” suitability cards and may guide students; however total supervision remains the sole responsibility of the school/organisation.**

*Disclaimer: If minors (persons under the age of 18) are visiting the Cairns Civic Theatre, it is the Contact Teacher’s responsibility to ensure parental consent and other relevant insurance has been arranged.*

### **BOOKING AGREEMENT**

I agree to the booking conditions outlined above and have signed on behalf of the school/organisation:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WE LOOK FORWARD TO WELCOMING YOUR GROUP TO THE CAIRNS CIVIC THEATRE. YOU WILL RECEIVE CONFIRMATION OF THIS BOOKING SHORTLY.**