

MERRIGONG FOR SCHOOLS 2010

Important Information

Below is some important information for schools and groups planning a visit to the Illawarra Performing Arts Centre. If you have any further enquiries, please contact the Education Co-ordinator. Contact details are listed below.

Arrival

Please arrive at least **30 minutes** before the show starts. A supervising teacher will need to report to the Front of House Manager to confirm numbers, special requirements and receive specific directions on entry to the theatre.

Entry

School groups need to meet in the Civic Plaza prior to entry through the main foyer. A staff member will direct your group's entry to the theatre.

Bags

School bags (this includes plastic bags containing lunch/recess and handbags) are not permitted in the theatre and should be left at school or on the bus. Special arrangements can be made to leave bags in the foyer area, however this is done at your own risk. We recommend that bags are clearly labelled.

During the show

Students are expected to behave appropriately when visiting the theatre and are required to respect other patrons. Please check running times, as groups will not be permitted to enter or leave during the performance.

Teachers are responsible for ensuring that students DO NOT:

- Eat or drink at the theatre. Only bottled water is permitted.
- Speak during the performance.
- Put feet on chairs.
- Use mobile phones (including text messages), MP3 players or other electronic devices.
- Take photographs or video (including mobile phone images).
- Unnecessarily leave the theatre during the performance.

We reserve the right to remove students who do not respect the theatre and its patrons.

Interval

If there is an interval during the show, students are not permitted to leave the foyer area.

Special needs / requirements

Please advise us as soon as possible of any special needs for your students. We have a number of spaces allocated for wheelchairs, if required, and hearing assistance, however arrangements must be made in advance.

Exit

Students are required to exit the theatre into the Civic Plaza as directed by the Front of House staff.



A special evening school group price (excluding Friday and Saturday nights) is available for 2010 main Theatre Season and Dance Season shows. Limited seats are available for evening sessions, please check details with the Education Co-ordinator.

For further enquiries, contact:

Jennifer O'Sullivan
Education Co-ordinator
Ph: 4224 5903
Mob: 0404 013 729
josullivan@merrigong.com.au

To make a booking, please complete the Booking Request Form found over the page.



see you at the theatre...

Booking Request Form - For Schools And Groups

Contact Details

School/Group: _____ Mobile: _____
 Contact Name: _____ Email: _____
 Position: _____ Postal Address: _____
 Tel: _____ City: _____
 Fax: _____ State: _____ Postcode: _____
 Accounts Administrator: _____

Booking Details

Performance Name: _____ Performance Date: _____
 Requested Session Time: _____ Year(s) of Students Attending (eg. 7 & 8): _____

	QUANTITY	TICKET PRICE	TOTAL
Number of students	_____ @	\$ _____	= \$ _____
Number of complimentary teachers (One complimentary teacher per 20 students)	_____ @	\$0.00	= \$0.00
Number of additional teachers (additional teachers at student price)	_____ @	\$ _____	= \$ _____
Total Tickets	= _____	Total cost	= \$ _____

Additional Information

Do you have any students with special needs to be considered for seat allocation (eg. wheelchair / mobility issues)?

No Yes Please specify _____

Do you have any other special requirements (eg. hearing assistance / travel considerations)?

No Yes Please specify _____

Are you interested in participating in corresponding workshops if they are available? No Yes

Our group will be attending the post show Q&A if available.

No Yes

Passport to Performance

Ticket and transport subsidies for targeted public schools may be available for some performances. Contact the Education Co-ordinator for details.

Would you like to be considered to receive a subsidy for your school booking? No Yes

Are you a Priority Funded School? No Yes

How to Book / Booking Conditions

1. Complete, sign and return the booking form by fax or mail.
2. An invoice will be sent to the school.
3. The non-refundable deposit amount stated on your invoice is required within fourteen days of receipt of your invoice to hold seats - seats are not held until the deposit is paid.
4. Full payment is due four weeks prior to the show. Unpaid seats cannot be held after this date, and may be sold to other groups.
5. Any additional seats required after this time will be charged at full concession price, depending on availability.
6. Booking numbers cannot be changed within four weeks of the performance date and your school will be invoiced for the total number of seats booked.

I agree to the booking conditions outlined above and sign on behalf of the school / organisation

Name: _____

Position: _____

Signature: _____ Date: _____

 Please complete this form and return with attention to the Education Co-ordinator by fax: 02 4226 9696 or mail Merrigong Theatre Co. PO Box 786 Wollongong NSW 2520