

# SCHOOL GROUP BOOKING FORM

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



**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>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+				
<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
- Credit Card (Bank Card, Master Card, Visa Card & American Express)

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Name on Card \_\_\_\_\_ Expiry Date \_\_\_\_ / \_\_\_\_

**ticketLiNK** use only

Seat numbers placed on hold	
Full payment is required by (5 pm) or the booking will be cancelled.	
Held Booking only processed by	(Initials) (Date)
Confirmation emailed	(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 07 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.**

