

Youth Touring Program 2017 Booking Form

1. Your School Details

School's Name _____	
Address _____	
Suburb/Town _____	Postcode _____
Accounts email _____	
Phone _____	Fax _____
Current school enrolment number _____	

2. Additional Information

Combining with another school? * Yes No

* Combining schools must complete their own booking form.

If yes, please list names of schools _____

Which is the nominated host school? _____

3. Your School's Contact

Name _____	Role _____
Email _____	
Direct Phone Number _____	

4. School Hours

School starts __: __ Break 1 starts __: __ Break 1 finish __: __

Break 2 starts __: __ Break 2 finish __: __ School finish __: __

Please attach on separate sheet of paper if weekly times differ.

5. Booking Details

Term	Production/Workshop <i>List your production selections below</i>	Number of Students Attending	Year Level/s Attending	Venue Nominated by School or Combining School's Host Venue	Seating Capacity of Venue

6. Least Ideal Days & Times Please cross out (x) least ideal times

Mon		Tue		Wed		Thu		Fri	
am	pm	am	pm	am	pm	am	pm	am	pm

7. Dates to Avoid

Please include show holidays, sports days, testing, school photos, camps and any other important dates. Please attach on separate sheet of paper if you require more space. If you are unable to confirm dates at this time, please inform us as soon as possible. Due to the nature of touring, ideal times and dates cannot always be accommodated.

Term 1 _____ Term 2 _____

Term 3 _____ Term 4 _____

8. Please Tick, Sign & Return

I have checked that my school meets the staging requirements for each of our chosen performance(s).

I have read and accept all the booking terms and conditions, including the minimum payment and cancellation policies

Principal's Signature _____

Name _____ Date _____

Please return via:

Fax (07) 3010 6666

Email youthtouring@qmf.org.au

Post PO Box 1060 Fortitude Valley Q 4006

For more information visit qmf.org.au/youth-touring

Thank you from the Youth Touring Team at QMF

PRICING - PERFORMANCES

\$8 per student + GST, based on minimum charge \$800 + GST per performance (100 students).

If your school has fewer than 100 students and is unable to afford the minimum fee, consider combining with another school, or contact our Youth Touring Team to discuss your options.

PRICING - WORKSHOPS & RESIDENCIES

Prices vary. See individual pages for details or contact our Youth Touring Team for more information.

PAYMENT TERMS & GST

Approximately four weeks prior to your scheduled performance, you will receive a tax invoice for a deposit equal to 50% of your booking. This is due a minimum of two weeks before your visit. After your performance and once you have confirmed final numbers, you will receive a second invoice for the balance owed. All invoices should be paid within 7 days of receipt.

All performances and workshops incur GST. Students do not pay GST on their tickets, however the school does. Because education institutions have GST free status, the GST amount will be itemised separately on your invoice for your school to reclaim from the ATO.

COMBINING WITH OTHER SCHOOLS

All schools may combine with other schools. Small schools are encouraged to combine with other schools for a performance. Each school combining must submit their own booking form. Please remember to list the 'host' school. We will contact you to confirm how the payment will be split.

COPYRIGHT

All performances are subject to copyright. No video recording is permitted. Photographs are only permitted with the prior agreement of the artists.

CANCELLATION

You will receive a confirmation email once your booking request has been itinerised. You will then have 5 working days to let us know if there is a problem with the time or date offered. At that point we will consider the time and date confirmed.

Artists are then contracted based on your booking, and we are required to pay them even if you cancel in advance.

The sliding scale of cancellation fees reflects these payments to artists and the decreasing likelihood that we would find any school to replace your booking. All cancellations incur GST.

Cancellation prior to your performance:

- **More than 12 weeks:** 50% of original booking
- **8 weeks prior:** 75% of original booking OR minimum fee (whichever is greater)
- **Less than 8 weeks prior:** 100% of the original booking

There is no penalty for withdrawing a Booking Request prior to receiving your performance time and date confirmation email or within 5 working days of the date of the confirmation email.

We understand that circumstances can arise resulting in a desire to make changes to the time/date of your visit. Please let us know as soon as possible and we will try and accommodate your changes if we can, but we cannot guarantee the requested dates or times will be available or practical within the tour.

- **Requests to change performance date are required by email a minimum of 8 weeks prior to performance.**
- **Requests to change performance time are required by email a minimum of 4 weeks prior to performance.**

CONTACT

If you have any questions at all about these Terms & Conditions or about any aspect of the 2017 program, please contact us, we're always happy to help.

Phone (07) 3010 6600 or email youthtouring@qmf.org.au