

1. Your School Details

School Name _____

Address _____

Suburb/Town _____ Postcode _____

Current School Enrolment Number _____

Accounts Contact _____

Phone _____ Email _____

2. Booking Contact

Name _____

Role _____ Direct Phone _____

Email _____

3. Booking Details

Term	Name of Show / Workshop	Year Level/s Attending	No. of Students Attending	Venue Name	Seating Capacity of Venue

4. Ideal Days and Times

**please circle session times that best suit*

MON		TUES		WED		THURS		FRI	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

5. Key Dates to Avoid

Please include dates to avoid (i.e. show days, sports days, testing, school photos, camps and any other important events).

Term 1 _____ Term 2 _____

Term 3 _____ Term 4 _____

If you are unable to confirm details at this time, please inform us as soon as possible. Due to the nature of touring, the ideal date and time cannot always be accommodated, however we will endeavour to schedule a suitable time.

6. Additional Information

Combining with another school? Yes No

**Combining schools must complete their own booking form*

If yes, please list names of schools you are combining with:

Who is the nominated host school?

7. School Hours

**please attach a separate sheet if weekly school times differ*

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

Break 2 start __:__:__ Break 2 finish __:__:__ School finish __:__:__

8. Workshop Bookings

Are you interested in booking an accompanying workshop with your performance? If so, the Youth

Touring team will be in touch to discuss your options.

Yes

No

9. Confirmation

I have checked that my school meets the staging requirements for each performance/s.

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

Principal's signature _____

Principal's name _____ Date _____

Please return by Friday 3 November 2017 for preferential bookings via:

Email youthtouring@qmf.org.au

Fax (07) 3010 6666

Post PO Box 1060, Fortitude Valley QLD 4006

For more information, visit qmf.org.au/youth-touring or call (07) 3010 6623.

Thank you from the Youth Touring team!

Youth Touring 2018

Terms, Conditions and Booking Information

PRICING – PERFORMANCES

- \$8 per student +GST
- A minimum charge of \$800 +GST per performance (equivalent to 100 students)

All of our performances are the same price for all regions. We are a not-for-profit organisation passionate about providing quality Arts experiences to all Queensland students, so if your school has less than 100 students, please consider combining with another school or contact the Youth Touring team to discuss your options.

PRICING – WORKSHOPS & RESIDENCIES

Workshops are \$350 +GST. Residency prices vary. See individual page details or contact the Youth Touring team for more information.

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 payment should be split.

BOOKING CONFIRMATION

If possible, please book a minimum of 8 weeks prior to your preferred date. You will receive a confirmation email once your booking request has been scheduled. Please let us know within five working days if there is a problem with the time or date offered. If Youth Touring does not receive a request to change the scheduled performance, we will consider the time and date confirmed.

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

PAYMENT TERMS & GST

Approximately four weeks before your scheduled performance, you will receive a tax invoice for a deposit equal to 50% of the \$800 minimum charge i.e. \$400 +GST. After the performance, and once you have confirmed final numbers, you will receive a second invoice for the remaining balance.

If parents/students are paying, they should not pay GST on their ticket. As schools and educational institutions are GST exempt, the GST will be itemised separately on your invoice for your schools to reclaim from the ATO.

CHANGES TO BOOKINGS & CANCELLATIONS

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

- Requests to change the performance *date* are required by email a minimum of 8 weeks prior to the performance
- Requests to change a performance *time* (on the agreed date) are required by email a minimum of 4 weeks prior to performance

Changes to a performance date or performance time are not guaranteed once the performance confirmation email is sent to your school.

Artists are contracted based on bookings, and we are required to pay them, even if you cancel. The sliding scale of cancellation fees reflects these payments to artists and the decreasing likelihood that we would find another school to replace your booking.

Cancellation will incur either an administration fee of \$100 +GST, or a percentage of your original booking, depending on the time of the cancellation. All cancellations incur GST.

Cancellation prior to your performance:

- More than 6 weeks from performance date - \$100 administration fee only
- Between 4 - 6 weeks from performance date - \$400 deposit is withheld
- Less than 4 weeks from performance date - performance cost

COPYRIGHT

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

CONTACT

If you have any questions at all about these Terms and Conditions, or about any aspect of the 2018 program, please contact us. We are always happy to help!

Phone **(07) 3010 6623** or email **youthtouring@qmf.org.au**