

2010 QLD Booking Form: Opera Queensland's Space Encounters

Please fax the completed form to Opera Queensland on 07 3844 5352

SEMESTER 2, 2010 BOOKINGS MUST BE RECEIVED BY 27 NOVEMBER, 2009.

Please ensure that you read all of the performance information and booking conditions at the bottom of the page before completing your booking.

Term Preference (please tick): Term 3 Term 4

SCHOOL INFORMATION

School Name: _____

Phone: _____ Fax: _____

Email: _____

Street Address: _____ Postcode: _____

Postal Address: _____ Postcode: _____

School ABN No.: _____ No. of students enrolled: _____

Please complete all of the details above.

WHO WILL CO-ORDINATE THIS BOOKING? Opera Queensland will direct all correspondence to this person.

Name: _____ Position: _____

Direct Phone (if applicable): _____

After Hours Phone (in emergencies only): _____

SCHOOL HOURS

Starting Time: _____ : _____ am

Break One From _____ : _____ am To _____ : _____ am

Break Two From _____ : _____ am/pm To _____ : _____ am/pm

Finishing Time _____ : _____ pm



BOOKING DETAILS

Number of students attending: _____

Venue (please tick): Double Classroom School Hall Undercover Area Other (please specify) _____

How many students does the venue hold? _____

Preferred day of the week: _____

Preferred Time (please tick): Morning Afternoon

Days/dates to avoid (such as sport, regional holidays, school photo days, etc.): _____

Opera Queensland will endeavour to accommodate your preferences when scheduling the performance, but please note that this cannot always be guaranteed.

BOOKING TERMS AND CONDITIONS

This booking form is an agreement between Opera Queensland and your school to present a performance/s of *Space Encounters*, so please ensure that the signature of the Principal appears at the bottom of this form.

- Opera Queensland will endeavour to accommodate your preferred date when scheduling the performance, but due to the nature of a touring production, preferences cannot always be guaranteed.
- Opera Queensland requires notification in writing of any change to the booked attendance numbers at least two weeks in advance of the performance date. If numbers decrease by more than 10% of the original booking, 90% of the original booking will be charged.
- Opera Queensland requires notification in writing should you need to cancel your booking at least four weeks in advance of the performance date. After this time, a cancellation fee of 50% of the original booking will be charged. Please note that the possibility of an alternative date for the performance can always be investigated. If the performance is cancelled, then a \$50 administration fee will need to be paid.
- Subject to proper notification of any change to attendance numbers or cancellation, an invoice for the appropriate amount will be issued one week prior to the performance date. Invoices are payable within 14 days.

I have read and accept all of the above Booking Terms and Conditions.

Principal's Signature: _____ Name: _____ Date: _____

About the Space Encounters performances

DURATION: 50 minutes, plus a 10-minute question and answer session. An edited version is available for Special Schools – please indicate on the booking form if this is required.

NO. OF ARTISTS: 3 singers and a pianist

VENUE REQUIREMENTS: Playing area: minimum of 6 metres square with a clear height of 2.5 metres. 240V power supply for electric keyboard must be accessible. It is preferred that the venue is on ground level with close vehicle/trailer access. **Set up and pack up:** The artists require approximately 1 hour before the show to unpack and erect the set and 1 hour to pack up again at the conclusion of the performance.

Pre-performance liaison: The *Space Encounters* company Tour Manager will call the school a week before the performance date to confirm all details of arrival time, venue and access.

AUDIENCE SIZE Recommended: Minimum 150 students per performance. Minimum price per session \$900 if less than 150 students - or unless negotiated.

TICKET PRICE: Tickets cost \$6 per student and any parents who wish to attend. Teachers may attend for free. Three or more students from the same family, who are enrolled at the same school, may attend for the family price of \$12 (please note that GST is not applicable to the *Space Encounters* tickets). Principals can decide to allow a student to attend for free if a case of genuine hardship can be identified.

PREFERRED DATE AND TIME: Opera Queensland will endeavour to accommodate your preferred date when scheduling the performance, but due to the nature of a touring production preferences cannot always be guaranteed.

CHANGES TO BOOKED ATTENDANCE NUMBERS: Opera Queensland requires notification in writing of any change to the booked attendance numbers at least two weeks in advance of the performance date. If numbers decrease by more than 10% of the original booking, 90% of the original booking will be charged.

CANCELLATION: Opera Queensland requires notification in writing if you need to cancel your booking, at least four weeks in advance of the performance date. An administration fee of \$50 will be charged to the school. After this time, a cancellation fee of 50% of the original booking will be charged. Please note that the possibility of an alternative date for the performance can always be investigated.

PAYMENT: Subject to proper notification of any change to attendance or cancellation, an invoice for the appropriate amount will be issued one week prior to the performance date. Invoices are payable within 14 days.

NO ELECTRONIC RECORDING: *Space Encounters* is subject to copyright so no electronic recording of the performance is permitted. Still photographs may be taken with the prior approval of the artists. No flash photography is permitted during the performance.

PLEASE GIVE US YOUR FEEDBACK: We value your feedback about the show and your students' experience. Please assist us by completing and returning the survey which will be provided to you after the performance.