

Come Out 09 Booking Form

Complete all the details carefully and fax back to the Come Out Box Office 8267 4027 or post to PO Box 569 North Adelaide, SA 5006.
See reverse for booking information.



Please fill in your details

School/Early Childhood Centre:

Contact Name: _____

Mailing Address: _____

Is your school categorised as disadvantaged?

Yes No

Do you have students with special needs?

Yes No

Do you wish to become an Arts Ambassador?

Yes No

Phone: _____

Mobile: _____

Fax: _____

email: _____

Signature: _____

To be confirmed all bookings require a signature and direct telephone number. This information helps us ensure your booking and any subsequent changes are properly managed.

Booking Information

Estimate the number of students and confirm in February 2009.

Number of students: _____ Number of classes: _____

One teacher/parent per ten children will be admitted for free, additional adults pay the same as a child.

No. of free adults: _____ No. of paying adults: _____

Number of students in each year level:

Preschools: _____ Childcare Centres: _____

Yr 1: _____ Yr 7: _____

Yr 2: _____ Yr 8: _____

Yr 3: _____ Yr 9: _____

Yr 4: _____ Yr 10: _____

Yr 5: _____ Yr 11: _____

Yr 6: _____ Yr 12: _____

Please note this booking form applies to events booked through Come Out Box Office only.

Come Out OFFICE USE ONLY Website

Booking received: _____

Conf/Invoice sent: _____

Payment received: _____

Package booked: _____

Host allocated: _____

Program Choice

See the program guide for event dates and times.

Please indicate your preferred dates and events below.

First Choice

Event Name: _____

Event Date: _____ Time: _____

Second Choice (if 1st choice is sold out)

Event Name: _____

Event Date: _____ Time: _____

Third Choice (if 1st & 2nd choice is sold out)

Event Name: _____

Event Date: _____ Time: _____

In School Touring

In School Touring is coordinated carefully to accommodate as many bookings as possible within limited touring periods in Metro and Regional SA. Please select preferred Event(s) and we will confirm your booking once tour scheduling has been finalised.

By encouraging other local schools to book the same show, we are more likely to tour to your area.

First Choice

Event Name: _____

Event Date: _____ Time: _____

Second Choice (if 1st choice is not available)

Event Name: _____

Event Date: _____ Time: _____

Packages

For Come Out 09 we have packaged together a day full of arts experiences centred in and around one of our Hubs. Book a package and a Come Out Volunteer Host will spend the day with you and your students, walking you around from one activity to another.

Please tick where your package is located:

Tandanya Hub

North Terrace Hub

West End Hub

Package Name: _____ Date: _____

Please complete tally of tickets and prices below:

	\$Price	No. of Tickets	Sub Total	Office Use Only
Students				
Free Teachers (1 per 10)				
Paying Teachers				
Booking Fee	\$5.00			

School Booking Information

Come Out Box Office

Phone: 8267 6920

Fax: 8267 4027

Post: PO Box 569 North Adelaide, SA 5006

boxoffice@comeout.on.net



1 For your School Booking Form:

- Use the School Booking Form enclosed with this program
- Request a School Booking Form from the Come Out Box Office Ph 8267 6920
- Download the Booking Form at www.comeout.com.au

2 Select your preferred format (In Schools or Schools In Theatre), events and sessions.

3 Complete all the details carefully and fax back to the Come Out Box Office 8267 4027 or post to PO Box 569 North Adelaide, SA 5006.

Use a separate Booking Form for each request. Booking requests will be processed in order of receipt. Shows have limited capacity and availability and they have booked out early in recent festivals, so hurry!

4 No Booking Form will be accepted without the name and signature of the person making the booking or an official Purchase Order Number.

5 The Come Out Box Office will develop waiting lists for any booked-out events in case of cancellations. Please keep in contact with the Come Out Box Office for up to date information.

6 On receipt of your Booking request, you will receive a Tax Invoice to confirm your booking. Please pass this on to your School Bursar for payment. If you have not received a Tax Invoice within 5 days please contact the Come Out Box Office.

7 A Booking Fee of \$5 applies per paid performance or workshop.

8 Payment is preferred within 28 days of your booking request. However, because we understand the intricacies of organising school excursions and student payments, we are offering: **BOOK NOW, PAY LATER!**

Please note: To finalise your booking the Come Out Box Office must receive FULL PAYMENT by Monday 23 February 2009.

9 Changes to ticket numbers and cancellations on unpaid tickets are accepted up until Monday 23 February 2009 at no charge.

10 Tickets booked but unpaid after Tuesday 24 February 2009 onwards will be offered to other schools. Should no school be found to purchase the outstanding tickets, the total cost of the outstanding booking is payable to the person/school whose signature/order number is on the Booking Form within 14 days after the ticketed performance date.

11 Tickets for all events are subject to availability.

12 On receipt of payment you will receive a Tax Receipt and Booking Confirmation notice.

13 Bring the Booking Confirmation notice to the venue at the time of your booked event(s). This is your ticket for entry!

14 There are no refunds or exchanges on purchased tickets.

15 All tickets are GST free.

16 In the unlikely occurrence of a performance or workshop being cancelled, we will offer you an alternative date/performance or workshop if available or a refund on tickets purchased.

17 These terms apply solely to events booked through the Come Out Box Office.

18 We hope that you and your students enjoy Come Out 09!