

# OUT OF SCHOOL CARE REQUEST TO BOOK FORM



Please note this a request to book only and your booking request is subject to availability. Our Operations Officer will contact you within 5 business days to confirm if your booking has been accepted. Should you not have a response in 5 business days, please call 9335 5044.

**✉ SEND YOU COMPLETED FORM**

Email with subject line REQUEST TO BOOK: [admin@sppt.asn.au](mailto:admin@sppt.asn.au) or Fax: 08 9335 7687

<b>Performance Title</b>		
<b>Performance Date &amp; Time</b>	<b>Date:</b> __/__/____	<b>Time:</b> 10am or 1pm <i>please circle</i>

<b>Name of Out of School Care Group</b> (herein referred to as 'the client')	
<b>Phone Number/s</b>	Office:  Mobile ( <i>contact person on the day</i> ):
<b>Accountant Email</b> Invoices will be sent to this email.	
<b>Mailing Address</b>	

<b>Main Contact Person:</b>	
<b>Contact Email:</b>	

# of Students	# of Carers (1 free teacher for every 10 children)	# of Additional Adults (will be charged at the same price as the students \$15.00)
<i>(Office Use Only)</i>	<i>(Office Use Only)</i>	<i>(Office Use Only)</i>
<b>Age range of students:</b>		
<b>Other Notes:</b> (please include any other relevant or important information relating to your booking, incl. wheelchair seats required and quantity of Companion Cards)		

**PAYMENT-** You will be asked sign off the final numbers on the day of the performance.

If choosing to **pay on the day** (our preferred option) you can pay with cash, cheque, visa or mastercard. **OR**

If choosing to **pay after the performance date** you will be invoiced for the full amount no later than 14 days after the performance date. Our payment terms are strictly 14 days from date of invoice.

A late payment fee of 2.5% will be applied for any invoice not paid within 30 days. This interest will then be compounded daily until payment is made.

**Cancellation Clause:** This form confirms the booking with Spare Parts Puppet Theatre for the activity as stipulated above. The following cancellation fees apply:

- |                             |                               |
|-----------------------------|-------------------------------|
| 1 week out from performance | 50% of original quoted price  |
| 48 hours out                | 75% of original quoted price  |
| 24 hours or less out        | 100% of original quoted price |

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**Variation to booking numbers and fees:** This form confirms the booking with Spare Parts Puppet Theatre for the activity as stipulated above. You are required to confirm any changes to your booking numbers at least one week prior to the performance. Please note you will be invoiced 100% of the original quotes price if you do not notify us of any variation to booking numbers 1 week prior of the performance.

### Change of booking

Once your booking request has been approved, you will be sent a confirmation email. Should your booking numbers change after your request has been approved (either increase or decrease in numbers), please call us ASAP on 08 9335 5044 as our shows often sell-out! We will try to accommodate your request.

I confirm the details above and agree to the terms and conditions:

Signed: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**Note:** It is your responsibility to arrive at the theatre **no later** than 20 minutes prior to the performance start time.

<b>4-1120</b> <i>(Office Use Only)</i>		
Booking Ref:	Total:	Signature: _____
Date Processed:		