

## AUSTRALIAN SCHOOLS BOOKING FORM:

We can't wait to receive your booking! Email: [info@poetryinaction.com.au](mailto:info@poetryinaction.com.au) or call 02 8999 8010  
 Tickets are \$9.50 per student and a minimum booking of 100 students at a minimum rate of \$950 per show is applicable, with each student thereafter charged an additional \$9.50.

BOOKING CONTACT DETAILS		
Contact Teacher:	Position:	
Your email:	Mobile:	
SCHOOL DETAILS		
School Name:		
School Address:		
Suburb:	City:	Postcode:
School Phone:	School Fax:	
Accounts Payable Name:		
Accounts Payable Email:		

- Select your desired poetry performances and propose two dates and times for each show in accordance with when PIA are visiting your region.
- We will do our best to accommodate your school at the times suggested. We will be in touch to discuss alternative dates if necessary.
- PLEASE NOTE THAT RECEIPT OF THIS FORM DOES NOT GUARANTEE YOUR REQUEST SO PLEASE REFRAIN FROM BOOKING A PERFORMANCE SPACE AND SENDING OUT PERMISSION SLIPS UNTIL YOU HEAR BACK FROM A MEMBER OF OUR TEAM VERIFYING THE DETAILS OF YOUR BOOKINGS.

THE POET'S QUEST Suitable for ages 12-14 (Years 7-8)		UNITED NATIONS OF POETRY Suitable for ages 13-15 (Year 8 – 10)	
Requested Date	Requested Date	Requested Date	Requested Date
Requested Time	Requested Time	Requested Time	Requested Time
Student year (s)	Student year (s)	Student year (s)	Student year (s)
Estimated Number of Students	Estimated Number of Students	Estimated Number of Students	Estimated Number of Students
FACT vs. FICTION Suitable for ages 14-17 (Years 9 – 11)		WORDS OF WAR Suitable for ages 15+ (Years 10-12)	
Requested Date	Requested Date	Requested Date	Requested Date
Requested Time	Requested Time	Requested Time	Requested Time
Student year (s)	Student year (s)	Student year (s)	Student year (s)
Estimated Number of Students	Estimated Number of Students	Estimated Number of Students	Estimated Number of Students

**PLEASE READ OUR TERMS AND CONDITIONS OVERLEAF AND CO-SIGN THIS BOOKING FORM BEFORE EMAILING IT BACK TO US: [info@poetryinaction.com.au](mailto:info@poetryinaction.com.au)**

## TERMS AND CONDITIONS

Please read carefully the terms and conditions to which you are agreeing. This booking form is a binding agreement between PIA and the school.

### Deposit Payment

- We request 50% upfront payment within 10 business days of receipt of your deposit invoice in order to secure your booking/s.
- Your balance invoice will be issued after the performance and is due for settlement within 10 business days.

### Balance Payment

- **PIA balance invoices are always issued for payment based on the larger number between your original booking numbers and the actual attendance numbers on the day.**
- If you have concerns regarding this policy consider revising your booking numbers down by 10-15% on this form before submission. The school is liable to make any payments by due dates.

### Contact Teachers and student numbers

- It is the booking teachers responsibility to ensure student numbers are accurate, payment is organised and the school is notified of the booked activities.
- **If a booking teacher leaves the school, it is their responsibility to inform PIA of a new contact.**

### Cancellations

- **Must be made in writing** to PIA. Please email [info@poetryinaction.com.au](mailto:info@poetryinaction.com.au)
- If a cancellation is made with **more than 8 school weeks** to the performance **the school will forfeit their deposit** payment.
- If a school has not paid their deposit in this time frame it will need to be paid as a **cancellation fee** at this stage.
- If a cancellation request is received with **less than 8 school weeks to the performance date your school is liable to pay the full value of the booking in total.**
- Cancellations by PIA will result in rescheduling at a mutually agreed time and PIA shall refund any payment made by the school if this cannot be accommodated.

### Rescheduling

- If you need to reschedule the date of your booking, the request **must be made in writing** to PIA.
- If your request to reschedule is received with **less than 8 school weeks to the performance date:**
- **Your school will be charged a fee of \$300 if a new date can be agreed upon, OR**
- **If a new mutually agreed upon date cannot be met and you elect to cancel your booking your school will be liable to pay the full value of the booking in total.**
- PIA will endeavour to accommodate requests for changes but reserve the right to retain original arrangements and charge the full value of the booking in total if this cannot be achieved.
- **NB:** monies paid to PIA for bookings in 2018 are not transferable to performances in other years.

I have read and agree to the terms and conditions on this booking form and understand that this document forms a binding agreement between PIA and my school. **TWO SIGNATURES ARE REQUIRED TO VALIDATE THIS BOOKING FORM.**

NAME	SIGNATURE	DATE	<input type="checkbox"/> Booking Teacher
			<input type="checkbox"/> Head of Department
NAME	SIGNATURE	DATE	<input type="checkbox"/> Deputy Principal
			<input type="checkbox"/> Principal