

SAVE TIME - FILL OUT ONLINE!
QUEENSLAND ARTS COUNCIL 2012
SCHOOLS PROGRAM BOOKING FORM
SEE REVERSE FOR BOOKING STEPS AND TERMS & CONDITIONS

**FOR PREFERENTIAL
 BOOKING PLEASE RETURN
 BY OCTOBER 2011**

School name: _____ Address: _____
 Suburb/Town: _____ Postcode: _____
 Phone: _____ Fax: _____
 Email: _____ Current school enrolment (P-7) (8-12) _____

QUEENSLAND ARTS COUNCIL COORDINATOR AT YOUR SCHOOL

Name: _____ Position: _____
 Email: _____ Direct phone number: _____

ARE YOU COMBINING WITH ANOTHER SCHOOL? *Please tick* Yes No

NB: EACH COMBINING SCHOOLS MUST COMPLETE THEIR OWN BOOKING FORM

Names of schools: _____

ARE YOU APPLYING FOR A SMALL SCHOOLS SUBSIDY? *Please tick* Yes No

NB: TO BE ELIGIBLE YOUR SCHOOL'S ENROLMENT MUST BE FEWER THAN 100

SCHOOL HOURS *If times differ throughout week, please attach a separate sheet of paper for this section*

START: _____ BREAK 1 From: _____ To: _____
 BREAK 2 From: _____ To: _____ FINISH: _____

BOOKING DETAILS

Term	Production Name <i>List the productions you would like here</i>	No. of Students Attending	Year Levels Attending	Venue name <i>Combining schools must nominate a host venue</i>	Seating Capacity of Venue	Payment Envelopes <i>If required please provide total number per term</i>
1						
2						
3						
4						

WORST DAYS *Please cross out unavailable session times*

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
TIME	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

DATES TO AVOID *Include show holidays, sports days, testing, school photos, camps and any other important dates. Please attach a separate sheet of paper if you need more room for this section. If you are unable to confirm dates at this time, please inform us as soon as possible.*

Term1: _____ Term3: _____
 Term2: _____ Term4: _____

NB: DUE TO THE NATURE OF TOURING, 'DATES TO AVOID' AND 'WORST DAYS' CANNOT ALWAYS BE ACCOMMODATED

PLEASE TICK, SIGN & RETURN TO FAX (07) 3255 2666 OR EMAIL INSCHOOLS@QAC.ORG.AU THANK YOU!

- I have checked that my school meets the staging requirements for each of our chosen performance(s) - see www.qac.org.au/schools
 I have read and accept all the booking information and conditions, including the minimum payment and cancellation policies

Principal's Signature _____
 Print Name _____ Date _____

QUEENSLAND ARTS COUNCIL 2012 SCHOOLS PROGRAM BOOKING FORM

BOOKING STEPS

1. Choose your school's performance(s)
2. Read booking information
3. Complete booking form and submit (online, fax or post)
4. Two options:
 - Schools with 100+ enrolment:**
Confirmation of your scheduled performance time(s) and date(s) will be sent in December for Semester 1, in April for Semester 2
 - Schools with fewer than 100 students & applying for Small Schools Subsidy:**
Notification of subsidy outcome will occur by November for Semester 1 bookings and March for Semester 2 bookings. Confirmation of scheduled performance time(s) and date(s) will be emailed in December and April respectively
5. Your school will receive a tax invoice (approx 1 week prior to performance)
6. Collect payment from students (letters to parents available to download from www.qac.org.au/schools/ under 'Help for Teachers')
7. Performance at your school!
8. Complete and submit feedback form
9. Make any adjustments to original invoice and pay

Don't forget to download the FREE Teacher Resource Kit and Risk Assessment document from www.qac.org.au/schools/ under 'Help for Teachers'

BOOKING INFORMATION

PRICING

Performances

- \$6 per student (\$15 for three or more family members, teachers and parents free) + GST
- A minimum of \$600+GST (100 paying students) per performance is required

If your school has fewer than 100 students, you can:

- Pay the minimum \$600+GST fee
- Combine with another school
- Apply for a Small Schools Subsidy (if you combine with another school and your total combined number is less than 100 students you can still apply for Small Schools Subsidy)

Workshops & Residencies

Pricing for other programs and services vary

For more details visit www.qac.org.au/schools/

For bookings and enquiries email inschools@qac.org.au

or call 3846 7477

PAYMENT AND GST

- An invoice will be emailed to your school
- Payment is required within seven days following the performance
- We are unable to change or reissue invoices. If attendance numbers increase or decrease from your original booking:
 - Adjust attendance numbers on original invoice yourself
 - Adjust corresponding GST on original invoice

- Send new payment amount
- An adjustment receipt will be issued when your payment is received
- For EFT payments, please quote the invoice number as a reference

All performances incur GST. Students do not pay GST on their tickets, however the school does. Because education institutions have GST-free status, the GST amount will be itemised separately on your invoice for your school to claim from the ATO.

CANCELLATION

A completed booking form is a binding agreement between your school and Queensland Arts Council. Artists are contracted based on your booking, and we are required to pay them even if you cancel.

- Cancellation will incur either an administration fee of \$100+GST, or a percentage of your original booking, depending on the time of cancellation
Cancellation prior to your performance:
 - **More than 8 weeks** – administration fee
 - **8 weeks prior** – 25% of original booking OR administration fee (*whichever is greater*)
 - **4 weeks prior** – 50% of original booking OR administration fee (*whichever is greater*)
 - **2 weeks prior** – 75% of original booking OR administration fee (*whichever is greater*)
- Changes to performance date or time are required by email a minimum of 4 weeks prior to performance
- All cancellations incur GST
- No penalty applies for withdrawing a *Small Schools Subsidy Application* prior to receiving your performance time and date

SMALL SCHOOLS SUBSIDY

- The Small Schools Subsidy does not cover 100% of the performance cost, it covers the difference between your students' participation fee of \$6 per student and the minimum charge of \$600+GST
Eg. Your school has an enrolment of 60 students
 $60 \times \$6 = \$360 + \text{GST}$
 $\$600 - 360 = \$140 + \text{GST}$
Therefore, QAC will fund this gap of \$140 + gst (if Subsidy is available)
- Subsidies are not guaranteed as they are based on available funds
- You will be notified by email the outcome of your school's subsidy application, by December for Semester 1 bookings and April for Semester 2 bookings. If successful, you will be emailed confirmation of scheduled performance time(s) and date(s) in December and April respectively.

COMBINING WITH OTHER SCHOOLS

All schools can combine with other schools. It is encouraged that small schools combine with other schools for a performance before opting for a Small Schools Subsidy.

NB: EACH SCHOOL COMBINING MUST SUBMIT THEIR OWN BOOKING FORM

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