

# QUEENSLAND ARTS COUNCIL 2010 ONTOUR INSCHOOLS

## BOOKING INFORMATION - ALL AREAS

### READ THIS FIRST >

- You only need to complete one type of form.
- There is a minimum charge of \$600+GST or 100 students per performance, unless otherwise stated.
- **Note:** If your school enrolment is fewer than 100 students and you are unable to raise the \$600 minimum charge, or combine with other schools to achieve this, please complete the *Subsidy Application Form* instead of this form.
- Please read all conditions carefully.

### Booking Conditions

- Please read this information carefully, complete the *Booking Form* and return it to us.

### Minimum Booking Charge

A minimum paid audience of 100 students for each performance is required. In the instance that minimum attendance is not reached, a minimum \$600+GST per performance is still required.\*

\*Please note that Queensland Arts Council offers a family rate of \$15 for three family members or more, however a minimum of \$600+GST per performance still applies.

### Participation Fees

- **Audiences of 100+ students**  
\$6+GST per student, unless otherwise stated on the performance details (n.b. cost of workshops)
- **Audiences fewer than 100 students**  
Bookings for fewer than 100 students is \$600+GST per performance.

If you cannot raise the \$600+GST you can apply for a subsidy, which covers the shortfall between your students' total participation fees and the minimum charge. Only schools with enrolments of 100 or fewer are eligible. Subsidy is not guaranteed.\*\*

Please see the *Small Schools Subsidy Application Form* for more details - [http://inschools.qac.org.au/about/small\\_schools](http://inschools.qac.org.au/about/small_schools)

Workshops, Artists-in-Residence and On Demand are priced by their duration and detail. For details download the information pack from <http://inschools.qac.org.au/residencies> or call 3846 7477.

### What does the cost cover?

This covers costs including artists' fees, accommodation, vehicle and fuel, insurances, equipment and production costs and administration.

**\*\*Important information for small schools** - In the first instance, small schools are encouraged to combine with neighbouring schools to achieve a larger audience size. If your total audience then reaches 100 students or more, you will just be required to pay the normal participation fee per student.

**Booking & Payment** - Return the completed *Booking Form* so your school is included in the tour itinerary. After itineraries are written, you will be sent confirmation of your scheduled performance times and dates. You will also receive a link to the show-specific Teacher's Resource Kit that can be downloaded free of charge.

**We can help you to collect the student participation fees by providing suggested parents' letters and newsletter articles. From 2010, we will no longer be providing small green payment envelopes.**

**Payment and GST** - A tax invoice will be issued prior to the performance. Payment is then required within seven days post-performance. If you have fewer than 100 students in attendance, the minimum charge will still apply. If attendance numbers increase or decrease from your original booking, please adjust both attendance numbers and corresponding GST on your tax invoice and send new payment amount. An adjustment invoice will be issued upon receipt of your payment. When paying by EFT, please quote the invoice number as a reference.

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

**Cancellation Policy** - A completed booking form is an agreement between your school and Queensland Arts Council. Artists are contracted based on your booking requests, and we are required to pay them even if bookings are cancelled.

Cancellation within the following time frames will incur an additional charge based on your original booking:

- **Cancel more than 8 weeks prior** to your performance an administration fee of \$100+GST will be charged.
- **Cancel 8 weeks prior** to performance 25% of your original booking will be charged or the administration fee of \$100+GST, whichever is the greater.
- **Cancel 4 weeks prior** to performance 50% of your original booking will be charged or the administration fee of \$100+GST, whichever is the greater.
- **Cancel 2 weeks prior** to performance 75% of your original booking will be charged or the administration fee of \$100+GST, whichever is the greater.

If schools require a change to performance date or time, Queensland Arts Council prefers a minimum of 4 weeks' notice in writing. **PLEASE SEND CHANGES/CANCELLATIONS IN WRITING/EMAIL.**

**Not-for-Profit** - As a not-for-profit organisation we need to enforce cancellation and minimum payment policies as the alternative seriously jeopardises the financial viability of maintaining this service and delivering our program in the future.

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

**Venue and Transportation Assistance** - Queensland Arts Council can no longer contribute to venue and transportation costs. Small schools should read the *Small School Subsidy Application Form* for options.

**Queensland Arts Council**  
**web: [inschools.qac.org.au](http://inschools.qac.org.au)**  
**ph: 07 3846 7477 fx: 3255 2666**  
**email: [inschools@qac.org.au](mailto:inschools@qac.org.au)**

# QUEENSLAND ARTS COUNCIL 2010 ONTOUR INSCHOOLS BOOKING FORM - ALL AREAS

- You only need to complete one type of form.
- There is a minimum charge of \$600+GST or 100 students per performance, unless otherwise stated.
- Note:** If your school enrolment is fewer than 100 students and you are unable to raise the \$600 minimum charge, or combine with other schools to achieve this, please complete the *Small Schools Subsidy Application Form* instead of this form.
- Please read all conditions overleaf carefully.

School name: \_\_\_\_\_ Suburb/Town: \_\_\_\_\_

School address: \_\_\_\_\_ P/code: \_\_\_\_\_

School office phone number: \_\_\_\_\_ School office fax number: \_\_\_\_\_

School office email address: \_\_\_\_\_ 2009 school enrolment (P-7) (8-12)

## QUEENSLAND ARTS COUNCIL COORDINATOR AT YOUR SCHOOL

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Direct phone number: \_\_\_\_\_

**SMALL SCHOOLS** Schools with small enrolments are encouraged to combine with neighbouring schools to meet the min. audience requirement.  
*We are combining with:* \_\_\_\_\_

**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

Please refer to the available productions in your area\* - refer to the brochure or visit [inschools.qac.org.au](http://inschools.qac.org.au) or phone 3846 7477.

\*Areas are now based on Qld state education districts.

Term	Production Name (List the productions you would like here)	No. of Students Attending	Year Levels Attending	Venue Name (Combining schools must nominate a host venue)	Seating Capacity of Venue	Venue requirements (Venue meets specified requirements? See show specific details on brochure or web) X or ✓
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.

Term 1: \_\_\_\_\_ Term 3: \_\_\_\_\_

Term 2: \_\_\_\_\_ Term 4: \_\_\_\_\_

## BOOKING CONDITIONS

- Due to the nature of touring, 'worst days', 'am/pm' and 'dates to avoid' cannot always be accommodated.
- As a non-for-profit organisation we depend on you to adhere to the cancellation policy - see Booking Information.
- There is a minimum charge of 100 students or \$600+GST per performance as outlined in Booking Information. If you are unable to reach these minimums, please fill in the *Small Schools Subsidy Application Form* instead of this form. Advice for raising funds is available on [inschools.qac.org.au/booking](http://inschools.qac.org.au/booking)

I have read and accept all the booking information and conditions, including the minimum payment and cancellation policy.

Principal's Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

PLEASE SIGN & RETURN TO FAX (07) 3255 2666 OR EMAIL [INSCHOOLS@QAC.ORG.AU](mailto:INSCHOOLS@QAC.ORG.AU). THANK YOU!