

SCHOOL DETAILS

BOOKING CONTACT INFORMATION

School Name			
Contact Name		Role	
Email		Phone	
Postal Address			
Suburb		Post Code:	

PAYMENT INFORMATION

Please provide details for invoicing and receipting purposes.

Contact Name		Role	
Email		Order No / PO	

BOOKING REQUEST

PERFORMANCE SCHEDULE

Please note your **preferred sessions below by numbering in order from 1 - 4.**

We appreciate the challenges faced in arranging excursion events and will do everything we can to accommodate wherever possible. In turn, we appreciate your understanding that owing to a limited season we may be unable to accommodate requests and may contact you to offer you alternate attendance opportunities.

Term Four, Week Four

Tuesday, 29 October	10am		1pm		Year Group(s)	
Wednesday, 30 October	11am				Year Group(s)	
Thursday, 31 October	10am	N/A	1pm		Year Group(s)	
Friday, 1 November	11am				Year Group(s)	

Term Four, Week Five

Tuesday, 5 November	10am		1pm		Year Group(s)	
Wednesday, 6 November	11am				Year Group(s)	
Thursday, 7 November	10am	N/A	1pm		Year Group(s)	
Friday, 8 November	11am				Year Group(s)	

ACCESS CONSIDERATIONS

- Please advise if you have any students with additional needs including wheelchair / mobility access so we can plan accordingly and confirm this with you in advance.
- Please note, AUSLAN Interpreters are the responsibility of individual schools, however supporting information can be provided by contacting us as part of this Booking Request.
- As this performance is currently in Creative Development, further clarification on content and any warnings (including sound, lighting or special effects) will be provided closer to the event.

TICKET REQUIREMENTS

Student Tickets:		@ \$16	
Staff/Super (1:10):		@ \$0	
Additional Staff/Super:		@ \$16	
Total Tickets Required:		@ \$16	Total Cost:

SCHOOL SEASON PERFORMANCES - PERTH 2024 TERMS AND CONDITIONS

BOOKING PROCESS

School Season Performance Bookings will be processed in order of receipt and according to availability.

BGT will confirm receipt of Booking Request by email. Booking Confirmations will be issued from the week commencing Monday, 18 March 2024.

COMPLIMENTARY STAFF / SUPERVISOR TICKETS

Barking Gecko Theatre (BGT) recommends a ratio of 1:10 staff/students and will provide complimentary tickets according to this ratio in line with student booking numbers. This ratio is designed to support venue considerations including access, seating and emergency response protocols. For any queries, please contact us.

PAYMENT

Invoices will be issued by email 10 business days prior to your booking. If your booking is made within 10 business days of a performance, your invoice will be issued on confirmation. An Order Number/Purchase Order is required for all bookings for referencing on invoices.

Final Payment is required no later than 10 business days after your performance. Payment can only be made through EFT as identified on invoices as we do not have Credit Card facilities.

CHANGES TO BOOKINGS

All requests to change booking numbers (being an increase or decrease) and/or reschedule a confirmed performance day/time must be received in writing at school.bookings@barkinggecko.com.au. Whilst every effort will be made to accommodate a request to reschedule, your understanding that it may not be possible is appreciated.

Our standard period for changes to bookings is no later than 15 business days prior to the performance, and in the case of additional tickets, provided where available. This is outside of the invoicing period to allow for accuracy of invoicing.

We understand that sometimes it is unavoidable that a change is required outside of this period. In these instances, please contact us as above to discuss your individual circumstances.

CANCELLATION OF BOOKINGS

All cancellations must be received in writing at school.bookings@barkinggecko.com.au

Our standard cancellation period is no later than 15 business days prior to the performance. This is outside of the invoicing period, so no payment will be required.

We understand that sometimes it is unavoidable that a cancellation will occur outside of this period. In these instances, the standard policy is:

- 10 – 14 business days prior to performance: 25% of full payment required
- 5 – 9 business days prior to performance: 50% of full payment required
- Less than 5 business days prior to performance: Full payment required

To discuss circumstances where there may be financial impact on your school as the result of cancellation where a fee is charged, please contact BGT Creative Learning by email school.bookings@barkinggecko.com.au

PLANNING AND PREPARATION

BGT Excursion Management Plans and Certificate(s) of Currency will be provided as part of event confirmation documentation. Creative Learning Resources will be provided as preparation, extension and revision prior to and following the performance.

CHANGES TO PROGRAMMING

We will do everything in our power to present our program as advised however sometimes events beyond our control may require us to vary this. We will endeavour to advise any changes as soon as known in writing by email, as well as a courtesy call in the event this is possible. Your understanding is appreciated.

HEALTH AND WELLBEING (INCLUDING COVID19)

We will follow all directives as are current at the time of the performance. Should changes to your attendance be required (either by Barking Gecko Theatre under Government-wide directives, or specific to schools as directed by Department of Education, AISWA or Catholic Education WA) including cancellation, we will contact you to make necessary arrangements.

QUERIES

For any queries, please contact BGT Creative Learning e: school.bookings@barkinggecko.com.au