

## PLANNING YOUR VISIT TO THE THEATRE

### ARRIVAL:

If possible arrive at least 30 minutes before the show starts. A supervising teacher will need to report to the Front of House Manager to confirm numbers and special requirements.

### ENTRY:

School groups need to meet in Wheeler Place prior to entry into the main foyer. A staff member will direct your group's entry into the theatre.

### SCHOOL BAGS:

Due to safety obligations, we cannot allow school bags to be carried into the theatre. If at all possible, leave them at school or on the bus. If you must bring them with you to the theatre, you will be asked to leave them outside the auditorium. They will be minded by staff members, but it is always a good idea to take your valuables with you.

### DURING THE SHOW:

One of the best things about going to the theatre is seeing and sharing the experience with the rest of the audience. Show your appreciation of the performance (the actors love it!)

Teachers are responsible for ensuring:

- \* That no food or beverage is taken into the auditorium,
- \* That students do not speak during the show,
- \* That students do not use their mobile phones,
- \* That students do not take photographs or video.

### SPECIAL NEEDS/REQUIREMENTS:

Please advise us as soon as possible of any special needs for your students. We have a number of spaces allocated for wheelchairs and if required, hearing assistance, however arrangements must be made in advance.

## FOR FURTHER INFORMATION PLEASE CONTACT:

Marketing & Ticket Sales Coordinator  
Civic Precinct Newcastle  
375 Hunter Street,  
Newcastle NSW 2300  
Phone: 02 4974 2181  
Fax: 02 4974 2172  
Email: [civicmarketing@ncc.nsw.gov.au](mailto:civicmarketing@ncc.nsw.gov.au)

**To make a booking please complete the booking request form over the page.**

# BOOKING REQUEST FORM

Please complete this form and return attention to Marketing & Ticket Sales Coordinator by fax: 02 4974 2172 or mail: Civic Theatre Newcastle, 375 Hunter Street, Newcastle NSW 2230

## CONTACT DETAILS:

School: \_\_\_\_\_ Mobile: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Position: \_\_\_\_\_ Tel: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_



## PLEASE CIRCLE

<b>Friday 25<sup>th</sup> June 2010</b>	
10:00am	12:30pm

	QUANTITY	TICKET PRICE	TOTAL
Number of Students		\$15.00	= \$
Number of complimentary tickets <i>(One COMPLIMENTARY teacher ticket per 10 paying students)</i>		\$0.00	\$0.00
Number of additional teachers		\$15.00	= \$
<b>Total Tickets</b>	<b>=</b>	<b>TOTAL COST</b>	<b>\$</b>

## ADDITIONAL INFORMATION:

Do you have any students with special needs to be considered for seat allocation (eg Wheelchair/mobility Issues)?

Please specify: \_\_\_\_\_

## HOW TO BOOK / BOOKING CONDITIONS:

1. Complete, sign and return the booking form by fax or mail within 5 working days.
2. An Invoice will be sent to your school.
3. Full payment for Fox is due by **FRIDAY 28<sup>th</sup> MAY 2010.**
4. School cheques are to be made payable to:  
Ticketek, 375 Hunter Street, Newcastle, NSW 2300
5. If payment is not received by the due date, seats will be released.
6. Any additional tickets required after the cheque has been received will depend upon availability and must be paid for by cash or credit card.

**I agree to the booking conditions outlined above and sign on behalf of the school.**

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_