

# Pilbeam Theatre School Booking Form – Edward the Emu



Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when a school wishes to attend a Council-presented schools performance at the Pilbeam Theatre.

P: 07 4927 4111 | E: [myboxoffice@rrc.qld.gov.au](mailto:myboxoffice@rrc.qld.gov.au) | W: [www.seeitlive.com.au](http://www.seeitlive.com.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

School Details		
School name:		
Teacher name:		
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other ( <i>please specify</i> ):		
Preferred contact number:	Email:	
Postal Address		
Street number and name:		
Suburb:	State:	Postcode:
Attendance Details		
Please select which Show you would like to attend at the Pilbeam Theatre (only select one):		
<input type="checkbox"/> 10:00am Tuesday 14 June 2022		
<input type="checkbox"/> 12:00pm Tuesday 14 June 2022		
Number of students to attend:		x \$11.00 each
Number of accompanying adults/teachers to attend: <i>(see fact sheet for details)</i>		Free
Number of accompanying adults/teachers to attend:		x \$15.00 each
Any questions or comments:		
Payment Details		
Is a tax invoice required at time of payment? <input type="checkbox"/> Yes <input type="checkbox"/> No		

# FACT SHEET

## Pilbeam Theatre School Booking – Edward the Emu

The Pilbeam Theatre School Booking Form – Edward the Emu should be completed with your estimated attendances for the performances on **Tuesday 14 June 2022** at the Pilbeam Theatre. Please be as accurate as possible, as this is how the Pilbeam Theatre Box Office allocates seating, but do not overestimate. Overestimating your attendance could mean students from other schools miss out on seeing this Show.

If your expected attendance changes after submitting this form, please let the Box Office know as soon as possible. Confirmed final numbers are required by **Tuesday 7 June 2022**.

Popular shows may require confirmation earlier. The Box Office will contact you if confirmation is needed earlier.

The Box Office will contact you to confirm numbers and arrange payment from **Tuesday 7 June 2022**. Invoices will be sent to the school with confirmed numbers unless another payment type is requested prior.

In an effort to be fair to all, and due to the repeated actions of a small minority of schools, it has become necessary to impose conditions on the booking process. The Box Office reserves the right to prioritise other schools over any school that reduces its attendance figures by 20 percent or more after **Tuesday 7 June 2022**.

### Accompanying Adults

ELCs, Kindy and Prep - One free teacher per 15 paying students. Additional adults/teachers wishing to attend are required to pay \$15.00 each.

Year 1 – Year 7 – One free teacher per 20 paying students. Additional adults/teachers wishing to attend are required to pay \$15.00 each.

### Booking Confirmation

Submitting a Pilbeam Theatre School Booking Form does not guarantee your school's attendance to the Show. The Box Office will email you shortly to confirm your booking.

Due to some shows booking out quickly, bookings are only confirmed after availability has been checked. If you do not receive a confirmation email direct from the Box Office within 1-2 weeks, please contact the Pilbeam Theatre Box Office by calling 07 4927 4111 or email [mvboxoffice@rrc.qld.gov.au](mailto:mvboxoffice@rrc.qld.gov.au).