

## **SCHOOL GROUP INFORMATION**

Thank you for making a group booking for your students to visit the Cairns Civic Theatre. Please read the following information carefully. If you have any questions please contact ticketLink on 1300 855 835

**TICKETS** – We do not normally issue tickets for school groups. Students are seated by the ushers according to a seating plan prepared by ticketLiNK staff. If you would particularly like tickets to be printed for your students, please contact ticketLiNK by phone or email.

**ARRIVAL** – Please arrive at least 20 minutes before the show starts. A supervising teacher will need to report to the Front of House Supervisor upon arrival, to confirm numbers, special requirements and receive specific directions on entry to the theatre.

**BAGS** – School bags (including lunch bags) are not permitted in the auditorium and are ideally left on the bus. There is minimal space in the Theatre Foyer for school bags.

**DURING THE SHOW** – A visit to the Theatre is a special occasion. For the benefit of all patrons, please ask your students to refrain from;

- Eating, drinking or chewing gum in the theatre
- Speaking during the performance
- Putting their feet on the chairs or climbing over chairs
- Using mobile phones, MP3 players or other electrical devices. These should be turned off.

**INTERVAL** – If there is an interval during the show, please ensure students remain within the foyer or theatre gardens so that we can start the second half on time.

**SPECIAL NEEDS/REQUIREMENTS** – Please advise the theatre of any special needs your students have in the section above. We have allocated spaces for wheelchairs if required.

**Cairns Civic Theatre staff have “Working with Children” suitability cards and may guide students; however total supervision remains the sole responsibility of the school/organisation.**

*Disclaimer: If minors (persons under the age of 18) are visiting the Cairns Civic Theatre, it is the Contact Teacher’s responsibility to ensure parental consent and other relevant insurance has been arranged.*

### **BOOKING AGREEMENT**

I agree to the booking conditions outlined above and have signed on behalf of the school/organisation:

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

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

**WE LOOK FORWARD TO WELCOMING YOUR GROUP TO THE CAIRNS CIVIC THEATRE. YOU WILL RECEIVE CONFIRMATION OF THIS BOOKING SHORTLY.**