

School Booking Terms & Conditions

The following terms and conditions apply to all schools and institutions making bookings with State Theatre Company South Australia for all performances (to either a daytime school show or day/evening general public performance) and workshops (in school or at State Theatre Company South Australia venues).

1. Bookings must be made on the booking form and submitted to State Theatre Company South Australia via the website.
2. You will receive a booking confirmation on processing of your booking request.
3. State Theatre Company South Australia will process bookings in the order in which they are received.
4. Bookings are made on behalf of your school/institution. By making a booking your school/institution accepts all terms and conditions.
5. State Theatre Company South Australia will send you a tax invoice at least six (6) weeks prior to the performance/workshop date.
6. Cancellations, changes to bookings or reduction in numbers attending must be made at least six (6) weeks prior to performance/workshop date to avoid cancellation fees.
7. After State Theatre Company South Australia has confirmed your booking and prior to payment of invoice, you may request an increase to attendee numbers (for students, teachers and/or accompanying parents); however, extra attendees will be subject to availability.
8. **Payment must be made in full four (4) weeks prior to the performance/workshop date (or by the date stated on the tax invoice).**
9. No reduction in numbers attending are permitted once payment has been received and no refunds will be offered unless State Theatre Company South Australia is at fault or the performance/workshop is cancelled.
10. Once State Theatre Company South Australia has received payment in full, State Theatre Company South Australia will:
 - a) For school groups attending a school show: send you information for the school show you have booked, including what to do on arrival. No individual tickets are issued for school shows.
 - b) For school groups attending a general public performance: send you written confirmation with ticket collection procedure information. Individual tickets are issued for general public performances.
 - c) For workshops: send you written confirmation with all workshop details.

11. Bookings cancelled (or numbers of attendees substantially reduced) six (6) weeks prior to performance/ workshop will not incur a cancellation fee.

12. Bookings cancelled (or numbers of attendees substantially reduced) less than six (6) weeks of performance/workshop will be liable for 100% of the value of the cancelled booking or reduced numbers.

13. Regional schools requesting in-school workshops will incur artist travel and accommodation costs in addition to the workshop fee. State Theatre Company South Australia will quote these costs on request.

14. State Theatre Company South Australia reserves the right to add, withdraw or substitute artists and vary the program, should the need arise. Schools/institutions directly affected by major changes to the advertised program will be notified.

For more information, please email education@statetheatrecompany.com.au or call 08 8415 5333.