

# POETRY ACTION FIFTEEN YEARS OF INSPIRATION.

## 2021 NEW ZEALAND SCHOOLS BOOKING FORM:

We can't wait to receive your booking! Email: [info@poetryinaction.com.au](mailto:info@poetryinaction.com.au) or call (02) 8999 8010

For a Live show Tickets are NZ\$10.00 per student and a minimum booking of 100 students at a minimum rate of \$1000 per show is applicable, with each student thereafter charged an additional NZ\$10.00. In the event that PIA is unable to proceed with a live performance, PIA will provide you with the Digital Program, being a digital recording of the PIA workshop with a fixed fee of NZ\$8.00 per student, or a live streamed performance with a fixed fee of NZ\$9.00 per student.

BOOKING CONTACT DETAILS		
Contact Teacher:	Position:	
Your Email:	Mobile:	
SCHOOL DETAILS		
School Name:		
School Address:		
Suburb:		
School Phone:	School Fax:	
Accounts Payable Name:		
Accounts Payable Email:		

1. Please be as accurate as possible with student attendance estimates
2. The nominated number of students below will become the **MINIMUM AMOUNT** payable.
- 3 Please note that signing this form does not guarantee your nominated dates. Written confirmation will be provided by our office.

UNLOCKING THE POETRY CODE SUITABLE FOR AGES 12-14 (YEARS 7-9)		POWER OF POETRY SUITABLE FOR AGES 13-16 (YEARS 9-11)	
Requested Date	Requested Date	Requested Date	Requested Date
Requested Time	Requested Time	Requested Time	Requested Time
Student year (s)	Student year (s)	Student year (s)	Student year (s)
Estimated No. of Students	Estimated No. of Students	Estimated No. of Students	Estimated No. of Students
WORDS OF WAR SUITABLE FOR AGES 14-17 (YEARS 10-13)		FACT VS. FICTION SUITABLE FOR AGES 15+ (YEARS 11-13)	
Requested Date	Requested Date	Requested Date	Requested Date
Requested Time	Requested Time	Requested Time	Requested Time
Student year (s)	Student year (s)	Student year (s)	Student year (s)
Estimated No. of Students	Estimated No. of Students	Estimated No. of Students	Estimated No. of Students

PLEASE READ OUR TERMS AND CONDITIONS OVERLEAF BEFORE

## **TERMS AND CONDITIONS**

Please read carefully the terms and conditions to which you are agreeing. This booking form is a binding agreement between PIA and your school.

### **DEPOSIT PAYMENT**

- We request 50% upfront payment within 7 business days of receipt of your deposit invoice in order to secure your booking/s.
- Your balance invoice will be issued after the live performance and is due for settlement within 7 business days.

### **BALANCE PAYMENT**

- The amount of the PIA balance invoices for payment based on the larger number between your original booking numbers and the actual attendance numbers on the day.
- If you have concerns regarding this policy, you should consider revising your booking numbers down by 10 – 15% on this form prior to submission. The school is liable to make any payments by due dates.

### **CONTACT TEACHERS AND STUDENT NUMBERS**

- It is the booking teacher's responsibility to ensure student numbers are accurate, payment is organised and the school is notified of the booked activities.
- **If a booking teacher leaves the school, it is the school's responsibility to inform PIA of a new contact within the school.**

### **CANCELLATIONS**

- By signing this form, you are agreeing to a minimum 50% payment based on our terms and conditions.
- Any cancellation request must be made in writing to PIA and emailed to [info@poetryinaction.com.au](mailto:info@poetryinaction.com.au).
- If a cancellation request is made with more than 8 school weeks to the scheduled performance date, the school agrees to forfeit their deposit payment.
- If a school has not paid the deposit in this timeframe, the deposit will need to be paid as a cancellation fee at this stage.
- If a cancellation request is received with less than 8 school weeks to the scheduled performance date, the school is liable to pay the full value of the booking in total.
- Subject to clause 5(d), cancellations by PIA will result in rescheduling at a mutually agreed time and PIA shall refund any payment made by the school if this cannot be accommodated.
- You agree that non-payment of deposit does not amount to a cancellation. Any cancellation request can only be made in writing

### **RESCHEDULING**

- If you need to reschedule the date of your booking, the request must be made in writing to PIA.
- If your request to reschedule is received by PIA with less than 8 school weeks to the scheduled performance date:
  - (i) Your school will be charged a fee of NZ\$300 if a new date can be agreed upon; or
  - (ii) If a new date cannot be agreed upon and you elect to cancel your booking, your school will be liable to pay the full value of the booking in total.
- PIA will endeavour to accommodate requests for changes but reserves the right to retain original arrangements and charge the full value of the booking in total if this cannot be achieved.
- Despite anything in these terms and conditions, in the event that PIA is unable to proceed with a live performance, PIA will provide you with the Digital Program, being a digital recording of the PIA workshop with a fixed fee of NZ\$8.00 per student, or a live streamed performance with a fixed fee of NZ\$9.00 per student.
- You agree to accept the Digital Program instead of proceeding with the live performance.

- NB: Monies paid to PIA for bookings in 2021 are not transferable for performances in other years

I have read and agree to the terms and conditions on this booking form and understand that this document forms a binding agreement between PIA and my school. **TWO SIGNATURES ARE REQUIRED TO VALIDATE THIS BOOKING FORM.**

Name	Position	Signature	Date
Name	Position	Signature	Date

t/ 02 8999 8010 e/ [info@poetryinaction.com.au](mailto:info@poetryinaction.com.au) a/ 91 Canal Road Lilyfield NSW 2040 AUSTRALIA

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