

## 2024 School Booking Terms & Conditions

Thank you for booking your school group to see a Windmill Theatre Company production. We can't wait to welcome you and your students to the theatre.

School/Education Group bookings to Windmill Theatre Company production are lodged directly with Windmill Theatre Company via our online booking portal or a physical booking form.

Upon lodging your booking form, a member of the Windmill team will email you to acknowledge receipt of your booking and reserve your seats at your chosen performance. Windmill will then pass your details on to the relevant ticketing agency for processing. For shows at Adelaide Festival Centre, Ticketek will process your booking. For performances in regional South Australia, bookings will be processed by Country Arts SA.

Upon lodgement with the relevant ticketing agency, your booking will be reserved, and a confirmation and/or invoice will be issued by the ticketing agency.

Payment will be due three weeks out from the beginning of the performance season.

Changes to booking numbers must be lodged in writing via email to [marketing@windmill.org.au](mailto:marketing@windmill.org.au) five weeks out from the season. Invoices will be reissued by the relevant ticketing agency. Changes to numbers after the final attendance confirmation date are subject to availability. Cancellations or reductions after this date may incur charges.

### Important booking and payment dates

Show Title	Season Dates	Final attendance confirmation (5 weeks prior)	Payment Due (3 weeks prior)
<i>Creation Creation</i>	1 – 10 May 2024	18 March 2024	1 April 2024
<i>Grug</i> (Regional SA Tour)	28 May – 19 June 2024	29 April 2024	6 May 2024
<i>Moss Piglet</i>	15 – 18 October 2024	2 September 2024	16 September 2024

Bookings made after the final attendance confirmation dates will be issued an invoice upon receipt of their booking.

Windmill is committed to supporting schools, including those with diverse access needs to attend our performances. If you need additional support, have questions about the booking process or our work, please email us at [marketing@windmill.org.au](mailto:marketing@windmill.org.au) or phone 08 8210 7200.