

## Music Education Package – Booking Information

The following fees apply to **Music Education Package** bookings:

1. **School Participation Fee.** This covers:
  - a. the school's participation in the program including administration costs;
  - b. attendance by one teacher at the **Professional Development Course**;
  - c. one copy of the **Teaching Resource Kit** (resource book and CD).
2. **Additional Teacher fee:** additional teachers from a school that has booked the **Music Education Package** are welcome to attend the **Professional Development Course**. They will also receive a copy of the **Teaching Resource Kit**.
3. **Student Fee:** a minimum charge of **150 students** applies for each concert. For example, if a school holds two concerts, with 100 students attending each concert, the charge will be for 300 students. Your Musica Viva State Manager can assist you in selecting the correct number of concerts. NB: third and subsequent child from the same family at the school attend free of charge. A minimum of 150 paid students per concert still applies.

**\*Small Schools:** Schools with an enrolment of less than 150 students are encouraged to make contact with other schools in the region and consider holding a joint concert thereby meeting the requirement of a minimum of 150 students per concert. Where this is the case please complete the Small Schools Shared Concerts section. *NB: Each school participating in the concert is required to submit their own form and the booking cannot be processed until all forms have been received.*

Where a joint concert is not possible, please contact your Musica Viva In Schools State representative to apply for a small school subsidy.

**Concert rescheduling:** Once concert schedules have been confirmed, concerts may only be rescheduled in exceptional circumstances. Requests to reschedule concerts with 14 days of the concert may attract a Cancellation Fee.

**Cancellations:** All cancellations must be notified in writing. A cancellation fee will apply as follows:

Written notification received by Musica Viva	Cancellation Fee Per concert cancelled
Within fourteen (14) days of the scheduled concert/s	Total Minimum Student Fee
Between fifteen (15) and twenty-eight (28) days of the scheduled concert/s	50% of the applicable Total Minimum Student Fee
More than twenty-eight (28) days of the scheduled concert/s	No charge

**Invoicing:** Musica Viva will send your school a Tax Invoice for all charges.

- You will be sent an invoice for the **School Participation Fee** on receipt of your booking form.
- We will ask you for the details of **Additional Teachers** attending the Professional Development course when we confirm the date, time and venue of the course. An invoice will be issued for any Additional Teachers after the course has taken place.
- Finally you will be invoiced for the **Student Fee** after the concert upon return of the *Concert Evaluation & Invoice* form.

**GST:** Please note with the exception of the Song Safari and Rhythm Safari CD/CD-ROM, all Musica Viva In Schools products are free of GST.

**Concert scheduling:** You will receive notification of your concert date and time early Term 1 for metropolitan booking forms received by December 12, 2008; early Term 2 for all other bookings.

**Further information:** Please contact your Musica Viva In Schools State Manager on 1300 663 608 or visit us on-line at [musicaviva.com.au](http://musicaviva.com.au)