

## Travel Subsidies Information Pack

Queensland Ballet (QB) welcomes school students and classroom educators to the theatre for a series of tailored performances. The following matinee performances will be abridged and therefore durations will be approximately one hour and include a post-show Q&A, bringing your students one step closer to the beauty of ballet.

- Friday 22 April 2022, 12:30pm – *Giselle*
- Wednesday 15 June 2022, 12.30pm – *Li's Choice*
- Thursday 21 July 2022, 12:30pm – *Bespoke*

Making sure all students and classroom educators can enjoy QB is very important to us! In a special effort to make these matinee performances very accessible and meaningful for all Queensland classrooms, one-off travel subsidies are also available to help reduce the expense for students to attend the theatre.

For each student ticket purchased, QB will subsidise the cost of travel by \$10 (Inc. GST), up to a maximum of \$500 (Inc. GST) per school.

## Application Process

### Step 1: Book and Pay for Performance

A School Group Booking requires a minimum of 10 student tickets. For every ten student tickets bought, an additional accompanying teacher/supervisor ticket is added to the group, for free. Additional teachers/adults will be charged at the Concession rate and there may be transaction fees that apply.

School Group Bookings for all Brisbane performances can be made by calling Qmix Groups on 07 3840 7466.

### Step 2: Apply for Travel Subsidy

Interested schools should individually complete the Travel Subsidy [Application Form](#).

When applying, schools will be expected to provide the professional contact details of the person who made the performance booking through Qmix. Other information requested will include:

- the name and role of the person nominated
- the address and phone number of the school or kindergarten the nominated person is employed by
- the education system of the school (state, Catholic or independent)
- the Queensland Ballet performance title, date and time that they have made a Group School booking for
- and number of student tickets bought.

Information regarding the travel arrangements (chosen by the school) will also be requested to assist QB to verify the process.

### **Step 3: Selection and Notification**

QB will then cross-check travel subsidy applications with Qtix Groups. QB will notify successful schools by email. This email will indicate amount to be subsidised, calculated by QB at \$10 (Inc. GST) per student ticket, up to a maximum of \$500 (Inc. GST) per school.

QB's selection for travel subsidy is final, and will be determined via a first-in basis.

### **Step 4: Submitting an Invoice**

Successful schools are required to email an invoice within one week from initial notification to QB via [education@queenslandballet.com.au](mailto:education@queenslandballet.com.au)

Invoices require the following information:

- Date
- Invoice number
- Cost (Inc. GST) as indicated in previous QB email
- Description
- School title and address
- Phone and email contact details
- Bank Details (account name, bank, BSB and account numbers)

You may be required to provide school administration with the following company details:

- Title: Queensland Ballet
- Address: 34 Beesley St, West End, QLD, 4101

Australian Business Number: 26 009 717 079

If an invoice is not supplied to QB's Education Manager within two weeks of the school receiving notification of their success, the school will forfeit their position and the travel subsidy will be offered to the next school on the waiting list.

### **Step 5: Acceptance**

Once QB has received and processed the travel subsidy invoice, the process will be considered finalised.

## **Contact Us**

For more information about QB's Travel Subsidies, how QB supports students and teachers or to discuss ways to get involved with us at [education@queenslandballet.com.au](mailto:education@queenslandballet.com.au)

## Terms and Conditions

1. Information on how to register for and secure a travel subsidy to enable students to participate in a Queensland Ballet nominated performance including all electronic and hardcopy forms, and documents form part of the Terms and Conditions. Filling out this application will be considered acceptance of these Terms and Conditions, and any ongoing updates to these Terms and Conditions.
2. All information submitted must be true and correct at the time of registration including that of the travel arrangements. Queensland Ballet may contact the school or nominated bus company to verify arrangements.
3. Queensland Ballet will provide a travel subsidy for the following types of transport: public transport including bus, ferry or train; bus charter and private vehicle – mileage claim.
4. Individuals grant Queensland Ballet the right to use personal information and artistic material including still and video footage for promotion, education, research and other Company business operations deemed reasonable by Queensland Ballet for commercial and non-commercial purposes.
5. Queensland Ballet reserves the right, at any time, to verify the validity of the registration.
6. Queensland Ballet takes no responsibility for making any transport arrangements to any of the nominated performances.
7. Queensland Ballet takes no responsibility for lost or misdirected items not received by schools.
8. If for any reason the travel subsidies are not able to be issued as planned including causes beyond the control of Queensland Ballet, Queensland Ballet will not be held liable.
9. Queensland Ballet reserves the right, at any time, to cancel a subsidy or to request a refund of the subsidy if the information provided is not accurate, whether intended or not.
10. These Terms and Conditions may be altered where necessary, with the most current version available for download from the Queensland Ballet website.
11. By providing information to support a registration the individual warrants they have authority to do so and agree to indemnify Queensland Ballet against any loss or damages caused by breach of this warranty.