



BOOKING FORM / PAYMENT ADVICE FOR SCHOOL

To : BOX OFFICE
 Address : The Esplanade Co. Ltd. , 1 Esplanade Drive, Singapore 038981
 E-mail : boxoffice@esplanade.com
 Tel : (65) 6828 8389
 Fax : (65) 6338 6828

Section 1 : To be completed by school

SCHOOL INFORMATION

Name of School: _____
 Contact Person: _____ Designation: _____
 Full address: _____ Postal code: _____
 Tel: () _____ Fax: () _____ Email: _____

EVENT INFORMATION

Event Name	Date/Time	Price Category	Ticket Price (\$)	Less Student Concession	Booking Fee(\$)	No. of Tickets	Amount (\$)
1) _____	_____	_____	_____	- _____	+ _____	x _____	= _____
2) _____	_____	_____	_____	- _____	+ _____	x _____	= _____
3) _____	_____	_____	_____	- _____	+ _____	x _____	= _____
4) _____	_____	_____	_____	- _____	+ _____	x _____	= _____
Total amount payable (\$)							= _____
							(inclusive of GST)
							Complimentary Ticket Entitlement

MODE OF PAYMENT

Credit card: AMEX / MASTERS / VISA / JCB
 Name as on Credit Card: _____
 Credit Card Number: _____
 Expiry Date: _____

Cheque
 Payable to "The Esplanade Co. Ltd"
 (Please allow minimum 3 working days for cheque clearance)

TERMS & CONDITIONS

- Please note that all requirements are subject to availability at time of request.
- Bookings can only be confirmed upon receipt of full payment.
- Tickets will only be issued upon clearance of payment.
- There will be no refund, exchange or cancellation for tickets issued.
- Please note that all our tickets are sold through SISTIC. Esplanade Box Office is one of SISTIC's authorized agents. As such, Esplanade does not issue invoices for sale of tickets as payment by patrons are received by SISTIC.

Section 2 : To be completed by Box Office

PAYMENT ADVICE

Number of tickets booked _____
 Total amount payable (Incl. GST \$ _____)
 Payment due date _____

Serial Number: _____

* If payment is not received by the above due date, booking will be released for public sale.

Section 3 : For official use only

Cheque No. _____ Date received: _____
 Seat Numbers: _____
 Ticket processed by: _____ on: _____

Mailed on: _____
 Couriered on: _____
 Self collection on: _____