



## NSW POLICE BAND

# SCHOOL BOOKING FORM

08/11

The NSW Police Band can perform for students at NSW Schools as well as provide workshop time with school 'concert' bands. No fee is applicable however we kindly ask that suitable refreshments be provided.

As there are many booking requests, the band has established a waiting list and will contact your school when a date for a visit becomes available. To ensure that the band remains accessible to a greater number of schools we will not normally perform at a school more than once every three calendar years (i.e. if we last performed at your school in 2010 we will not be in a position to return until 2013) Should you have any questions regarding your request, please telephone our Events Coordinator on (02) 9557 9456.

**PLEASE COMPLETE THE FOLLOWING DETAILS (on your computer or print and handwrite) TO ASSIST WITH OUR BOOKING PROCESS. (Click in boxes to enter details)**

Please nominate up to 6 preferred performance dates

1.	4.
2.	5.
3.	6.

Name of school

Address

Phone number(s)

1

2

Email address(s)

1

2

Contact name(s)

1

2

How many students will attend the concert?

Where will the performance take place?  
e.g. hall, C.O.L.A.

Will the size of this venue enable all the school children to attend the concert in one sitting?

If more than one sitting is required, please advise the age ranges for each of the concerts

Can we access 240v (G.P.O.) close to the performance area?

Can you provide 30 adult -size chairs (without armrests)?

### PARKING OF NSW POLICE BAND VEHICLES

The band brings equipment on a 10-tonne truck (3.8m high, 7m long) which needs to be parked as close as possible to the performance area to unload heavy equipment.

We avoid driving the truck into and out of school grounds whilst children are in the vicinity.

When do the children leave the playground to commence class?

What street will the truck enter from?

Where will the truck park?

What is the distance from the parking area to the performance area?

 m

Are there any stairs between the parking area and the performance area? (max. 5 lines)

**NSW Police Band has 2 passenger vehicles, a small bus and a van.**

What street will the passenger vehicles enter from?

Where will those vehicles park?

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### POLICE OFFICER VISIT

The local school liaison police officer or youth liaison officer may be able to attend the concert to give a short police message to the school children.

We ask as a condition of our attendance that you contact your local police (after your booking is confirmed) and request their involvement.

### WORKSHOP WITH CONCERT BAND

The NSW Police Band is pleased to spend workshop time with the school band to give students the opportunity to hear and speak to professional players. The NSW Police Band and school band will play through some of the school band music, under the instruction of the NSW Police Band's Musical Director.

Please ensure the school band has prepared one or two pieces that they can comfortably perform. This will assist the school band in gaining the most benefit from the workshop.

Would you like the NSW Police Band to run a workshop with the band?

Please provide brief details of the band programme i.e. number of children involved in the programme and the number of bands at the school.  
(max. 5 lines)

Please **post, email** or **fax** completed forms:

**Post:**

Commander, NSW Police Band,  
Unit 4, 31-41 Bridge Rd, Stanmore NSW 2048

**Email:** band@police.nsw.gov.au

**Fax:** (02) 9557 2507

## FOR OFFICIAL USE ONLY

This section to be completed by Commander, NSW Police Band

Date application received

Received Via:

**Email**  **Fax**  **Mail**

Communication to client to confirm receipt of application via:

**Email**  **Fax**  **Mail**

**Phone**

Date of communication

Booking accepted **Yes**  **No**

Communication to client to confirm booking via:

**Email**  **Phone**

Date of confirmation to client

Signature of Commander