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Description automatically generated

**BOOKING FORM – *ONCE UPON A* *CHRISTMAS***

I would like my School Choir to sing in ‘**Once Upon A** **Christmas 2025**' at Walsall Arena and Arts Centre in A3 Arena

I understand that for my school to take part, the school will have to pay the non-refundable entry fee of £197 or £220 if I do not have an SLA for 2025 – 2026 with the Music Service.

|  |  |  |
| --- | --- | --- |
| **Name of School:** |  |  |
| **Number in Choir:** |  |  |
| **Lead teacher:** |  |  |
| **Email Contact:** |  |  |
| **Any pupil disabilities, please include details:** |  |  |

Please rank the performance dates in order of preference (where 1 is your first choice and 3 your least preferred):

Tues 25th Nov.   \_\_\_\_\_ Wed 26th Nov.   \_\_\_\_\_  Thurs 27th Nov.   \_\_\_\_\_

Please ensure a valid form of payment is made at the time of booking:

|  |  |  |
| --- | --- | --- |
| I have paid **£197 / £220** by card by contacting Lizzie Sale on  01922 652623 or elizabeth.sale@walsall.gov.uk |  | **Yes / No** |
| If no, I would like to pay by **invoice**.  My school’s **purchase order number** for this event is: |  |  |

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I understand that:

|  |  |  |
| --- | --- | --- |
| I will need to gain permission for all pupils for video consent and will complete the paperwork, once received, and submit prior to 7th November 2025. |  | **Yes / No** |
| I will ensure that my school leadership will guarantee that the appropriate number of adults accompany the children, in line with my school’s adult/pupil ratio policy for outside trips. |  | **Yes / No** |
| I will also need to obtain an Exemption Certificate from the Licensing Procedures in line with the Children and Young Persons Act and complete the relevant paperwork prior to the event in order to bring the exemption certificate with me.    I understand this will be explained at the Meet the Music Session on 16th September. |  | **Yes / No** |
| This event is subsidised by Walsall Music Education Service and to do that requires statistical information regarding the number and nature of pupils involved to enable funding for the event from Arts Council England.  I will complete the relevant proforma once received. |  | **Yes / No** |

**Please return this form to Steph Dufty, Music Service Lead:** [**steph.dufty@walsall.gov.uk**](mailto:steph.dufty@walsall.gov.uk)

**Your booking will be confirmed by email to the lead teacher named above.**

***If you have not had confirmation of your booking within 5 working days, please contact* Lizzie Sale on 01922 652623 or elizabeth.sale@walsall.gov.uk**