

Planning Your Visit



PO Box 482 Taree NSW 2430
02 6592 5466
mec@gtcc.com.au
www.theMEC.com.au

Step 1. Book

Book your tickets by sending in the booking form. Please provide as close to actual numbers as possible. We understand these may change. Once your booking form is received, an email confirmation will be sent within seven days, confirming your booking. If you need to increase numbers, this will be subject to availability. Please do not send out permission notes until the booking confirmation is received.

Step 2. Payment

30 days prior to the show an invoice will be issued to the school based on your booking numbers.

Step 4. On the day

Arrival: Please arrive at least 20 minutes prior to the start time of the performance. Please note – latecomers may not be admitted until a suitable break in the performance.

Bus drop off point: Buses are able to drop off children at the front entrance to the Manning Entertainment Centre. We ask that buses then park in the allocated area at the Tourist Information Centre car park adjacent to the Manning Entertainment Centre.

Running late: Please call the Manning Entertainment Centre on (02) 6592 5466

Excursion Risk Management

To assist schools in preparing their own risk assessments we have prepared a Manning Entertainment Safety Information Sheet. This document answers all questions required by the Department of Education and Communities.

If you have any questions please email: mec@gtcc.nsw.gov.au. Alternatively phone: (02) 6592 5466



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Guidelines for School Groups

We hope the following information will be useful to teachers and carers and we ask that it is communicated to students prior to attending a performance. The purpose of providing guidelines is to assist in creating an environment where the performance can be enjoyed fully by all groups and individuals.

1. School bags are not permitted inside the auditorium. We request wherever possible teachers and students do not bring school bags with them to performances.
2. Food and drink is not permitted inside the auditorium. However there is a grassed area outside available for students to have a picnic before or after the show.
3. Latecomers at the start of a performance can expect to be held in the foyer until a suitable break in the play. This may be anywhere between five minutes and the entire first act i.e. interval. The lockout period is determined by the producer and /or stage manager for each production.
4. Mobile phones must be switched off at all times.
5. No climbing or jumping on foyer or auditorium chairs will be permitted.
6. Manning Entertainment Centre staff will have your allocated seats mapped out, so there is no need to issue students with tickets.
7. Some of the students may never have been to a show before. Please talk to the students about appropriate behaviour. For example behaviour that will affect the enjoyment of other people and may be distracting to the performers.

We hope this information will help your school to enjoy their next performance and look forward to welcoming your school to The Manning Entertainment Centre Soon.