

MMF GROUP BOOKINGS PROCESS

When accepting a school holiday group booking, note the conditions on the [MMF Website](#):

- Min 20+ tickets per booking
- For every 10 tickets purchased within the School Group Booking offer, group will receive 1 complimentary ticket for the staff member attending with the group. (You may choose to be flexible based on school needs)
- The show producer will take school group bookings via email.
- The show producer will place 20+ group booking tickets on hold under the schools name and advise school final payment must be made on invoice by 5pm 15th June 2022.
- The School may call and alter ticket number above 20+ at any time as long as they finalise numbers before 15th June 2022.
- The show producer will contact the school prior to the 15th June 2022 to finalise payment if payment has not been made prior.
- Any tickets left on hold without payment at 5pm June 15th 2022 will be released for sale to the general public.
- The above date is flexible based on the producer's conversations with the school.

Because group bookings are processed differently, the MMF does not use Trybooking for large groups. Instead, follow these steps:

- 1) Find out how many tickets your group would like and when.
- 2) Remove this many tickets from sale for that date in Trybooking by changing the MAXIMUM ATTENDEES. More information on how to do this is here: <https://learn.trybooking.com/hc/en-au/articles/360003870253-Limits-capacities-and-availability>
- 3) Invoice the group for the total cost of the tickets. They will pay you directly.
- 4) Inform our Front of House Supervisor Carla Sanchez on the day of the show of any groups attending. If the group is uncertain of the final numbers, we recommend taking an approximate number off sale until they are certain.

We can also offer CHAMPIONS 2 as a meeting place (or lunch place) for large groups

THE GROUP ORGANISER WILL WANT TO KNOW:

1 - Where to park their bus to unload.

(Check with Arrow. They suggested Cardigan Terrace but double check)

2 - Where to go on arrival.

When they enter Arrow there will be a greeter at the door. As long as you have let Carla know they are coming, the greeter can either guide them to Champions 2 to wait, or Magic Central if they are a small group, or straight to your venue if it is time

After MMF has finished, you will need to notify us of your group bookings as we will need to add these to your final invoice, so please keep good records.