



Information sheet - Booking a school group

At Theatre by the Lake, we want to provide a warm welcome and accommodate all schools, particularly those who need a little more than just tickets to make the visit possible. We have several booking procedures which we hope will help TBTL and you get the most out of your visit:

1. Booking your tickets

Schools' tickets for Theatre by the Lake home-produced shows for February – September 2023 Season are priced at £10 per pupil with a free teacher ticket for every 10 pupils.

To reserve your tickets for a performance, please call the Box Office on 017687 74411. Alternatively you can email our Box Office on enquiries@theatrebythelake.com and either specify the date and time of the performance you'd like to book for, and number of tickets, or request a time for a call back from a member of the team.

2. Placing an ice cream order

Ice creams are £2.50 each with a choice of double jersey or vegan vanilla. Please place your order when confirming your booking.

3. Booking Picnic Space for Packed Lunches

We understand that for some schools who have a long journey time to Keswick, having the facility to eat a packed lunch prior to or following a performance is very important. However, the space within the theatre is limited and we only have sufficient room in our studio and gallery areas for 70 young people per performance to eat a packed lunch. This unfortunately means that it is impossible for us to offer lunch space to every school and occasionally even this space may be otherwise utilised by community groups or artistic meetings, reducing our usual capacity even further. In order to facilitate as many school lunches as we possibly can, we have the following lunch booking procedure:

- **You can request to reserve a space for your school's packed lunch at the time of booking.**
- Reservations are only available for the **Mezzanine Gallery** and **Circle**. It is not permitted to eat lunches in the auditorium under any circumstances and we request that schools avoid noisy snacks such as crisps. We are able to accommodate the following numbers for picnic lunches:

Mezzanine Gallery: 35 max

Circle: 35 max

BOTH spaces: 70 max

- Booking is subject to availability on the date requested and is booked on a first come, first served basis. Though we will try our best to accommodate your group, we cannot guarantee that space will be available.

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- Each booking is subject to a hire charge of **£35.00 per space** to contribute towards the costs of cleaning and maintaining the spaces.

3. Booking Confirmations

We ask that schools confirm final numbers **6 weeks before** their visit and make payment **4 weeks before** their visit.

By 6 weeks before your visit you must:

1. Confirm final numbers
2. Reserved packed lunch space(s) if desired (although we recommend doing this when you first get in touch to book your tickets as space is limited)
3. Have placed your order for ice creams if desired. Ice creams are £2.50 each with a choice of double jersey or vegan vanilla.

Confirming these details in advance will allow us to include all elements of the booking on your invoice and help to streamline the financial process for both sides.

4. Orders of 300+

For orders over 300 seats (for any show at TBTL), Theatre by the Lake reserves the right to adopt a staggered deposit approach for payment.

For guidance on our Covid policy, please visit our website.