



## DIRECT DEBIT FORM PAYMENT FOR MANSFIELD PALACE YOUTH THEATRE

Please set up the following Direct Debit and debit my / our account accordingly

ACCOUNT NAME	
BANK	
ACCOUNT NUMBER	
SORT CODE	
INVOICE ADDRESS	
CONTACT TELEPHONE NUMBER	
CONTACT EMAIL ADDRESS	
NAME OF CHILD ATTENDING YOUTH THEATRE	
PLEASE TICK WHAT CLASS THEY ATTEND	JUNIORS <input type="checkbox"/> INTERS <input type="checkbox"/> SENIORS <input type="checkbox"/> CHAPTER 4

Please complete the payment method you wish to use overleaf and return **THIS ORIGINAL COPY** to:

Lisa Hopkinson  
Youth Theatre Administrator  
Mansfield Palace Youth Theatre  
Leeming Street  
Mansfield  
NG18 1NG  
Email: [lhopkinson@mansfield.gov.uk](mailto:lhopkinson@mansfield.gov.uk)

## About the payment

Payment for the classes is to be made by monthly direct debit in 12 equal payments.

PAYMENT METHOD		JUNIORS	INTERS	SENIORS	CHAPTER 4 Two terms only
<b>Monthly</b> <i>Please tick the date you wish to commence payment</i>		<i>Please tick</i>	<i>Please tick</i>	<i>Please tick</i>	<i>Please tick</i>
Start	10/09/21 or 24/09/21 followed by monthly payments until August 2022 (please highlight your preference date – 10 or 24)	£16.25 per monthly instalment on 10 of the month or 24 of the month	£17.00 per monthly instalment on 10 of the month or 24 of the month	£17.50 per monthly instalment on 10 of the month or 24 of the month	£17.50 per monthly instalment on 10 of the month or 24 of the month
Finish					
Total Paid		£195.00	£204.00	£210.00	£140.00

Direct Debit payments will be taken over twelve monthly instalments; September to August (finishing prior to the next year starting and pro rata if your child starts later in the year). Should you wish to continue into the following Youth Theatre year, there is no need to reset the DD as it will automatically continue with an adjustment being made according to the increase in fees or if your child moves into a different level – Any adjustment in fees will be notified in advance prior to your yearly invoice being produced. Should your child no longer wish to attend, then the charge will be adjusted accordingly.

Setting up a regular monthly Direct Debit will help you to spread the cost over the year and ensure that payments are made at the correct time.

Once the forms are returned, our Sundry Income team will set your Direct Debit up for you as specified.

Customer Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

## **DIRECT DEBIT**

We can set up this Direct Debit for you via Mansfield District Council finance department.

You then state whether you wish to pay on the 10th or 24th of the month.

Having set up the system, you will receive an invoice for the complete year, with the monthly payments being taken. The payments will continue into a second year if appropriate if your child continues to remain in the Youth Theatre, and any adjustment to fees / your payment will be notified in advance.

It should be noted that the first day of classes either at the beginning of the new terms or post half terms is the final day for payment. **Failure to pay by this day will result in your child not being able to participate in the Youth Theatre activities.**

Please complete the attached form and return a copy to Lisa Hopkinson, Youth Theatre Administrator ensuring that you keep a copy for your own reference.

Christopher Neil  
Education Manager  
Mansfield Palace Theatre  
Tel: 01623 412921  
Email: [cneil@mansfield.gov.uk](mailto:cneil@mansfield.gov.uk)