



## School Matinee Reservation Request Form

Please fully complete and return this form via fax, e-mail, or mail (see contact info below).

Play Title: \_\_\_\_\_ Performance Date: \_\_\_\_\_

School Name: \_\_\_\_\_ School Phone: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Group Leader Name/Title: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

TYPE OF SEATS	NUMBER OF SEATS	PRICE/SEAT	SUBTOTAL
Students		x \$8.00	= \$
Standard Chaperones (1 per 10 students)		x \$8.00	= \$
Additional Chaperones		x \$15.00	= \$
<b>Total Seats</b>		<b>Total Due</b>	<b>\$</b>

All reservations not accompanied by payment must include a purchase order number or credit card "hold" number. The number/type of seats reserved may be changed up to two weeks prior to the performance date via written communication (email, fax, or letter). **After that date, all reserved seats must be paid for whether used or not.** Please check one of the following methods of payment:

- Check Enclosed (payable to Theatre Tuscaloosa)
  - Purchase Order Number (attach copy of PO): \_\_\_\_\_
  - Credit Card:  CHARGE NOW  HOLD ONLY (Card will be charged for cancellations occurring later than two weeks prior to the performance.)
    - Visa  MasterCard  American Express  Discover
- Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVV \_\_\_\_\_

If anyone in your group requires special accommodations, please describe below: \_\_\_\_\_

*I understand that all sales are final. Theatre Tuscaloosa offers no refunds. I understand that **full payment for the number of tickets reserved is due by the day of show.** I understand that Theatre Tuscaloosa and/or Shelton State Community College are not responsible for any injuries or loss of personal items during our visit.*

Signature \_\_\_\_\_

Date \_\_\_\_\_