



SCHOOL FIELD TRIP TICKET & EVENT RESERVATION CONTRACT

Agreement:

This agreement when signed by all parties shall constitute a binding event reservation between the UNH Department of Theatre and Dance, herein known as Artist, and (School) _____
 (Contact) _____, herein known as Customer,
 for grades _____ at Street _____ City _____
 State _____ Phone _____ Fax _____
 Email _____

The period of this agreement shall begin on _____ and terminate on _____.
 The termination date of this agreement may be extended at the option of the Artist with the consent of all parties, by amendment to this agreement.

All Parties Agree to the Following Terms:

The artist will reserve _____ number of seats for the customer to the _____ named event to be held on _____ date at _____ time. The customer will pay \$_____ per seat, totaling \$_____ sum, on or before the event via ___check, ___ credit card, ___cash, ___purchase order (number _____).

The Customer Understands:

No printed tickets will be given to school groups who reserve seats. A Reservation Contract will be used to reserve tickets. After UNH receives your signed contract, we will sign it and the fully executed contract will be returned to you as your confirmation. If seating is full, you will be contacted. In order to hold seats without payment, the customer must sign a Reservation Contract stating the group's intention and commitment to pay for the exact amount of seats reserved. No seats will be held until the artist receives the signed contract. Seats can only be guaranteed, if seating is available.

We will accept reservations without payment until five working days prior to the event. Seating is reserved first-come-first-serve and is guaranteed, as seats allow, with a reservation contract. The customer is obligated to pay the amount of the contract as listed above; even if a lesser amount attends. In turn, UNH guarantees that those seats will be held for the customer which excludes others from purchasing those seats. Because of fire codes and for safety of patrons, anyone attending (including teachers, bus drivers, chaperones, etc.) will need to reserve a seat. Disability parking, access, and wheelchair seating are available. The customer must let the artist know about special needs so that ushers can be on hand to assist with entry into accessible doorways, hallways, and elevator. Schools will be seated, as groups, toward the front of the theatre in the order of their arrival. The PCAC Box Office will be open the morning of the event from 9:00am -10:30am to assist customers with fully executed Reservation Contracts who need to submit payment or who need to submit Purchase Orders. Since all weekday events and matinee seats are reserved in advance, no tickets will be sold at the door the morning of the event. **The PCAC Box Office will accept reservations without payment until 5 working days prior to the event.** Reservation Contracts will hold seats up to the day of the event on _____. **Signed contracts are due no later than 4:00 p.m., 5 working days prior to the event on _____ via fax to 603-862-0298.**

The total money stated on the contract will be due before entering the theatre via cash, credit card, check, or Purchase Order. If a customer does not pay via cash, check, or credit card prior to the event, then the artist will accept the customer's official Purchase Order with a Reservation Contract for the exact amount of seats. Purchase Orders are due prior to the event, before entering the theatre on _____. The customer may fax a Purchase Order to the Artist at 603-862-0298. The customer's Purchase Order must contain: exact number of seats reserved, exact cost, event date, event title, and Accounts Payable contact phone, address, and billing information. The artist will send an invoice referencing the purchase order number to the customer's accounts payable office. Invoice terms are: payment due in full within 30 days of invoice receipt.

Cancellations:

Cancellations received from the customer 15 working days prior to the event will void the Reservation Contract; within 15 working days customers will be responsible for paying the full contracted sum. If requesting a cancellation, the customer must contact the artist. Cancellations, as a result of unexpected school closings, will also void the contract. These legitimate cancellations will result in refunds for money transactions, or an exchange for seats at an upcoming event, if seats allow.

Agreed to this _____ Day of _____, 20____
School/Organization _____
Authorized Agent Signature _____
Print Agent Name _____

Agreed to this _____ Day of _____, 20____
By Artist: University of New Hampshire Department of Theatre and Dance:

Jamie Clavet, Marketing and Promotions Specialist

Agreed to this _____ Day of _____, 20____
By PCAC Ticket Office: University of New Hampshire Department of Theatre and Dance:

Michael Wood, Administrative Manager