



Group Sales Policy 2011/12

Please note: Policies below are subject to change

BOOKING

- A minimum of 15 people is required to be considered a group.
- One complimentary ticket is given for every 20 tickets purchased.
- A signed group contract is required for all group sales.
- The group contract must be **signed** and **returned** within 7 days of booking seats.
- Reservations are filled in the order in which they are received.
- To provide best available seating, it is possible that not all members of a group will be seated together.
- Many of our productions are not suitable for children. Please inquire as to the recommended age prior to booking tickets for children or youth.
- Please advise Theatre Orangeville if wheelchair or service/guide dog seating is required at the time of booking.

PAYMENT and TICKET ORDERS

- A **20% non-refundable** deposit is required at time of booking.
- Payments can be made by VISA, MasterCard, Theatre Orangeville Gift Cards, Cheque or Cash.
- **Full payment is due 30 days prior to performance. All sales are final.**
- Group reservations made less than 30 days prior to the performance date are to be **paid in full upon ordering**.
- **Unpaid tickets will be released** 30 days prior to performance. Groups will be notified by phone or email before seats are released.
- The 20% non-refundable deposit is transferable to the same production on an alternative date prior to the 30 day final payment deadline.
- Please contact the Theatre Orangeville box office immediately if you have a change in the number of tickets you will be requiring. Over-booking is strongly discouraged. Groups may not reduce their total numbers after the final payment date.
- Groups may add tickets at any time as long as tickets are available. Please estimate numbers carefully.

UPON ARRIVAL

- Group leaders are responsible for the tracking and distribution of tickets.
- Groups must arrive no later than 20 minutes before show time.
- Tickets will be held at the Theatre Orangeville Box Office for pick up on the day of performance.
- Service dogs are always welcome at Theatre Orangeville. However, due to possible allergy issues, seating may be adjusted at the discretion of Theatre Orangeville to accommodate this. Patrons with service animals will be seated on an aisle (if possible) to offer the most comfort for the animal and the patron.

Please contact the Group Sales Department for any questions regarding group policy, 519-942-3423 / 1-800-424-1295 ext.2808 or sweber@theatreorangeville.ca



GROUP SALES CONTRACT 2011/12

Group Sales Department:
 Sofie Weber, Group Sales Coordinator
 519-942-3423 or 1-800-424-1295 ext.2808
 sweber@theatreorangeville.ca

Show Title: _____

Date/Time: _____

Type	Cost		Quantity	Total \$
Preview Night or Matinee	\$29.00	x		
Thursday, Friday or Saturday Evening	\$35.00	x		
Special Add On Show	\$36.00	x		
*Complimentary tickets	\$0.00	x		
		Total		

*One complimentary ticket for each 20 tickets purchased

TOTAL # of TICKETS: _____ TOTAL \$ AMOUNT due: _____

**A non-refundable deposit of 20% is due at time of booking.
 BALANCE IS DUE NO LATER THAN 30 DAYS PRIOR TO PERFORMANCE.
ALL SALES ARE FINAL**

(Unpaid tickets will be released 30 days prior to performance. Group reservations made less than 30 days prior to performance require payment in full at time of reservation.)

Payment Type: (circle one) MasterCard VISA Cheque Cash

Credit Card Number _____ Expiry _____

 Name as it appears on card (please print):

 Billing Address:

I have read the Theatre Orangeville Group Sales Policy and I agree to all terms and conditions.

Signed: _____ Date: _____

Contact Name: _____ Email: _____

Group Name: _____ Phone: _____

Please fax or email signed contract to Theatre Orangeville • Fax: 519-942-9978 • Email: sweber@theatreorangeville.ca