



# RUBICON THEATRE COMPANY

EDUCATION AND OUTREACH – STUDENT MATINEE RESERVATION FORM

School/Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Representative/Contact: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Day Phone: (\_\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of Show: \_\_\_\_\_

Performance Date: \_\_\_\_\_ Performance Time: \_\_\_\_\_

**A non-refundable deposit in the amount of 25% or a hard copy of a signed district purchase order is due in advance to hold your reservation. Any remaining balance is due 2 weeks prior to the performance date. Please make checks payable to Rubicon Theatre Company. For credit card payments, please complete the information below.**

Discounted Ticket Price: \$10.00 x No. of Tickets: \_\_\_\_\_ = \$ \_\_\_\_\_

Handling Fee: \$ \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

Paid Amount: \$ \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_

Teacher/Chaperone Comps (1 per 10 students): \_\_\_\_\_

Total Number of Reserved Seats: \_\_\_\_\_

Payment Type:  VISA  MASTERCARD  AMEX  CASH  CHECK  PURCHASE ORDER

Check / Purchase Order Number: \_\_\_\_\_

For Credit Card Payments:

Name as it Appears on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Please retain one copy for your records and mail a second signed copy with deposit or district purchase order to the address shown at the bottom of the form. Once we have processed your request for tickets we will contact you to let you know your reservation is confirmed. No tickets are printed for daytime matinees. Please arrive 30 minutes prior to performance in order to have ample time to seat your group. No refunds or exchanges for unused tickets. This agreement may be cancelled up to 4 weeks prior to the performance date and will result in a refund minus the 25% deposit. No refunds or exchanges can be issued for cancellations past the 4-week deadline. In the event of a cancelled performance by Rubicon you will be entitled to a full refund. Questions? Please contact Director of Education, Brian McDonald at (805) 667-2912, ext. 234 or email him at [bmcdonald@rubicontheatre.org](mailto:bmcdonald@rubicontheatre.org).

For Rubicon Theatre Company:

For School/Organization:

Brian McDonald

Date

Group Representative

Date