



RUBICONTHEATRE 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.

For Rubicon Theatre Company:

For School/Organization:

Brian McDonald

Date

Group Representative

Date