



WATERVILLE  
**OPERA  
HOUSE**

*Your Destination for the Arts in Maine*

### School Show Policies and Procedures

1. All school show reservations must be made using a completed Opera House reservation form. Phone reservations will not be accepted. A non-refundable deposit of \$100 or 1/3 of the total cost of tickets must accompany reservations, whichever is less. If your total order is less than \$50, please pay in full at time of reservation. Reservation forms will be stamped with the date and time of receipt, and seats will be assigned in the order in which reservations **with deposits** are received. We also have a limited amount of seats reserved for home-school groups that will also be sold on a first-come, first-served basis. In the event that a show is already sold out when we receive your reservation, you will be notified immediately, and your deposit will be returned.
2. Ticket prices for school shows are \$3.00/student unless noted. Seats for chaperones and teachers are provided free of charge (up to one free adult ticket for every five student tickets purchased.) We require that you have one adult for every eight students when you arrive at the Opera House. Students will not be allowed to leave their seats for any reason unless accompanied by school personnel or an adult chaperone. (Ushers will assist students and teachers to their seats.)
3. Final payment for school shows are due **10 days** before the show. If full payment is not received by that time, your tickets will be released and you will lose your deposit.
4. We understand that school enrollment fluctuates from year to year and therefore your seating needs may change. However, please be aware that we need to know about any changes in your reservation in advance. If it is necessary for you to reserve more seats, we will try to accommodate your request, but we cannot guarantee that the additional seats will be available.
5. **All reservations must be made in advance.** No reservations or changes will be accepted after two weeks prior to the performance date. Tickets will not be available for purchase on the day of the show.
6. Due to special contractual arrangements we have made with school show artists, we will be able to offer you a refund of your ticket fees in the event that school is canceled for a snow day. This is the only circumstance under which we will be able to offer a refund.
7. Transportation instructions will be emailed to your school about two weeks prior to the performance. **It is crucial that teachers deliver transportation instructions to all bus drivers transporting their students to and from the Opera House.** At the recommendation of the Waterville Police Department, we have developed these bus procedures to ensure a safe and timely exit for all students, and they must be followed.



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To process your ticket order, please complete this form fully. If you have any questions, please call us.

- **Please use a separate form for each performance you plan to attend. (Photocopy as many as you need.)**
- Seats are assigned on a first-come, first-served basis. We must receive a completed reservation form and deposit (\$100.00 per performance or 1/3 of the total cost of the tickets, whichever is less).
- No refunds will be accepted once the order has been processed. Please call if additional seats are needed to confirm availability. No increases or decreases in ticket order will be accepted in the two weeks before the event.
- Payment is due in full 10 days prior to the performance.
- We require at least one chaperone for every 8 students.

**Ticket Information:**

- The cost is **\$3.00** per ticket
- With a minimum of 5 students paid tickets; you may receive 1 complimentary teacher/chaperone ticket.

<b>Name of School</b>			<b>Grade(s)</b>	
<b>Contact Person</b>			<b>Telephone #</b>	
<b>School Address</b>				
<b>City/State</b>		<b>Zip</b>	<b>Email</b>	
<b>Do you have students who require special seating (i.e.: handicap)?</b> Yes        No        Not sure				
<b>If yes, please describe:</b>				
<b># of Buses:</b>		<b>Bus identification (Name, SAD # or other)</b>		
<input type="checkbox"/> Apollo to the Moon (Sept 29)	<input type="checkbox"/> Midsummer Night's Dream Shakespeare (Oct 17 – 9:30am only)	<input type="checkbox"/> Huck and Tom and the Mighty Mississippi (Apr 26)	<input type="checkbox"/> The Cat in the Hat (May 22)	<input type="checkbox"/> 9:30am <input type="checkbox"/> Noon
<b>Ticket Order</b>	<b># of Tickets</b>	<b>Price</b>	<b>Total</b>	
Tickets (Student)		x \$3.00		
Free Teacher/Chaperone Tickets (1 for every 5 paid student tickets)		0.00	0.00	
Tickets (Paying Adults)		x \$3.00		
<b>Total Tickets</b>		<b>Total Price</b>		
			<b>Deposit Enclosed</b>	
			<b>Balance Due</b>	
<b>Office Use Only</b>				
<b>Date &amp; Amount of Deposit :</b> _____		<b>Additional Payments:</b>		
<b>Payment: MC Visa Discover Cash Check</b>		<b>Date &amp; Amount:</b> _____		
<b>Amount Due:</b> _____		<b>Payment Type: MC Visa Discover Cash Check</b>		