



**PALACE**  
T H E A T E R

# GROUP SALES CONTRACT

Deirdre Patterson  
Group Sales Coordinator  
patterson@palacetheaterct.org  
**Phone:** 203.346.2011  
**Fax:** 203.346.3998

Palace Theater  
100 East Main Street  
Waterbury, CT 06702  
palacetheaterct.org  
**Office Hours:**  
Mon-Fri 10am-5pm

Contacting Organization:		Acct#
Contact Name:		Phone#
Email:		Fax#
Street Mailing Address:		
City:	State:	Zip:
Palace Performance:		
Day:	Date:	Time:
Requested Seat Location:		Special Needs Requirements:

**Order Pricing:** Total # of Group Tickets \_\_\_\_\_ x Ticket Price \$\_\_\_\_\_ = \$\_\_\_\_\_

**Ticket Count:** Total # of Group Tickets \_\_\_\_\_ + Group Leader Comp \_\_\_\_\_ = Total Number of Tickets \_\_\_\_\_

## TERMS OF AGREEMENT

1. Group minimum ranges from 10-15 people depending on show. Check with Group Sales coordinator to confirm.
2. A 50% deposit is due to reserve your group tickets.
3. Final Payment is due 30 days prior to the performance date. Credit card payments will automatically be charged, unless otherwise notified.
4. Group tickets may not be exchanged for another performance and are non-refundable.
5. Number of tickets may be increased prior to final payment. These are subject to availability.
6. Deposits are non-refundable but may be applied to another show, based on availability.
7. Deposit amount will be applied to the purchase of reserved seating AT FULL PRICE, if the group minimum is not met.
8. No refunds except in the case of the Palace and/or performance cancellation.

Group Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Palace Theater Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Handling Fee = \$ 10<sup>00</sup>

Total Amount of Group Order = \$ \_\_\_\_\_

50% Deposit = \$ \_\_\_\_\_

Final Payment Amount = \$ \_\_\_\_\_

Make Checks Payable to PALACE THEATER

Credit Card Payment:

Circle One: MasterCard VISA AMEX Discover

Card #: \_\_\_\_\_

Exp Date: \_\_\_\_ / \_\_\_\_

Name on Card: \_\_\_\_\_

**FOR THEATER USE ONLY:**

Resv:

Report:

Pending:

Date Contract Sent:

Date Depos Rec'd:

Date Final Pmt Rec'd:

Date Tickets Mailed/Picked Up: