



## Student Matinee Payment Policy

It is the desire of The Public Theatre to be able to present quality productions at an affordable price for all Maine K-12 educational institutions, and to reach as many students as possible with each play that we produce. In order to ensure that schools are not turned away due to a last minute cancellation or reduction in the number of students attending a particular performance, we have instituted the following payment policy. Please take a few minutes and familiarize yourself with this policy.

- **We require a deposit of 50% of your total at the time of your reservation. This deposit will be due within two weeks from your reservation date. Your balance is due two weeks prior to the performance.** If the reservation is made during the two-week period prior to the performance date, The Public Theatre may request immediate or next day payment.
- Payment may be in the form of cash, credit card, check or purchase order.
- Should some students or chaperones not attend a performance, no refunds will be issued for paid seats gone unused.
- Should a need for additional seats arise, these may be purchased based on availability. Please phone as soon as possible when attempting to secure additional seats.

## Student Matinee Snow Cancellation Policy

- If your school district cancels school for the day, or if a late opening makes it impossible to attend, your money will be refunded. Please call us at 782-3200 to let us know you will not be attending.
- If you choose not to make the trip due to inclement weather, and school is in session, you forfeit your payment.
- On rare occasions, we have canceled a performance due to weather. If this should happen, you would receive a refund. If we cancel a performance, we will call the affected schools.

**Thank you for your understanding in this matter. Please feel free to phone us at 782-2211 with any questions you might have.**