

## GROUP SALES POLICY

### GROUPS AT A GLANCE

- Reserve ANY SHOW at ANY TIME
- 10 or more Adult tickets to the same performance
- \$30 per ticket – \$5 off our Adult ticket<sup>1</sup>
- \$1 fee INCLUDED IN PRICE
- ONE Contact person
- ONE Reservation – call 207-782-3200
- ONE Payment – credit card, check or cash
- ONE Person picks up all tickets

Group Rate tickets are available for a party of ten or more Adult priced tickets. *Discounted* rate tickets may not count toward the ten-ticket minimum. However, these tickets may be added to your order in ADDITION to the ten-ticket minimum.

**RESERVE EARLY** - the longer tickets are on sale, the harder it becomes to seat all members of a group near each other. **You may make inquiries about groups for any show at any time.** Organize your groups now!

### How do I make reservations?

The contact person will call the theatre Box-Office at 782-3200 to make reservations for the group. To get the group rate you must reserve AT LEAST TEN ADULT tickets. The reservation will be held under the contact person's name.

If you are unsure of the final number in your group, reserve for the maximum expected. You may always release unsold tickets **prior to payment.**

**DROPPING TICKETS:** If the final purchase by the group is under ten tickets, the price will revert to the full ticket price (\$35).

**ADDING TICKETS:** We will honor the Group Rate for the additional tickets and accept a second payment. Added tickets are based on availability and may be seated separately from your original group.

### How do I pay for the tickets?

The contact person can pay for the tickets with a check, credit card, or cash. To keep the "group" only *one* payment will be accepted; *one* check, *one* charge or *one* cash transaction. Tickets paid for are non-refundable. We are happy to cancel reservations that are unpaid. **The Public Theatre reserves the right to release for sale any tickets not paid for by the deadline.**

### When is payment due?

**For Groups of 10 – 19 people.** Tickets must be paid for by **THURSDAY @ 5:00 pm, ONE week BEFORE** the reserved performance.

**For Groups of 20 or more people.** Tickets must be paid for by **THURSDAY @ 5:00 pm, TWO weeks BEFORE** the reserved performance.

*This due date applies to performances on ALL DAYS.*

## COMING TO THE PERFORMANCE

### How do I distribute the tickets?

You may pick up the tickets in advance, or have them emailed to you to print, and distribute them prior to the performance. This gives the individuals the freedom to arrive knowing their tickets are in hand.

You may choose to leave the tickets at the Box-Office. **Please arrive 30 minutes before curtain.** ONE person, either the contact, or someone having the contact's name, picks up all the tickets from the Box Office and distribute the tickets to the individuals as they arrive.

**Latecomers will be seated at the management's discretion.** If someone in your group is late, and the show is about to start, you may leave the unclaimed tickets at the Box-Office. Let your group know that any latecomer's tickets will be at the Box-Office. We cannot retrieve their ticket and seat them if their ticket is with the contact person in the theatre with the show in progress.

### **\*\* ALL GROUP SALES ARE FINAL UPON PAYMENT \*\***

**EXCHANGE POLICY:** If any members of your group are unable to attend the show for any reason, **CALL THE BOX OFFICE at 207-782-3200 at least ONE HOUR before the scheduled performance** and we will issue a voucher for another performance of the show (subject to availability) or a voucher for any future show<sup>2</sup> good for one year from the date of the exchange. Please visit: [ThePublicTheatre.org](http://ThePublicTheatre.org) to read our full [Exchange Policy](#). No refunds will be issued.

<sup>1</sup>Regular priced Adult ticket \$32 + \$3 Item Fee

<sup>2</sup>co-productions excluded