

SISTER MOSES RESERVATION REQUEST FORM

PLEASE SIGN AND SEND THIS FORM AS SOON AS POSSIBLE TO SECURE YOUR RESERVATION.

Reservation Procedures:

1. Call Desert Dance Theatre for space availability at 480-962-4584 (Lisa Chow).
2. Be sure transportation is available on that date and time.
3. Read carefully and fill in the requested information with authorizing signature below.
3. Mail, email or fax this form to:

Desert Dance Theatre, P.O. Box 25332, Tempe, AZ 85285-5332
 FAX: 480-962-1887 EMAIL: Lisa@DesertDanceTheatre.org

Contact Person _____ Job Title _____
 School Name _____ District _____
 Address _____
 City _____ Zip _____
 School Phone(s) _____ Best times to call _____
 School Fax _____ E-Mail _____
 Home Phone (optional) _____ Best times to call _____

Location - Chandler Center for the Arts, 250 N. Arizona Avenue, Chandler, AZ

Performance Date & Times – Tuesday, March 1, 2016 at 10:15am-11:15am

# Students @ \$5.00	# Free Chaperones*	# Add'l Adults @ \$5.00	Total Attending	Handling Fee	Total Amount Due
				\$10.00	

(* 2 Chaperones per class of 25 are free of charge.)

Method of payment (check one): Check _____ Purchase Order _____

Payment Policy:

Full payment by check or money order *must* be received by February 12, 2016 to guarantee your seats. **There is a \$10 handling fee for all reservations. Don't forget to include the handling fee when filling out your requisition for your Purchase Order.** Then, send your Purchase Order to us as soon as possible.

Cancellation/Change Policy:

Cancellations and changes in numbers attending must be made at least 4 weeks prior to the performance. If a full school group cancellation is made after January 31, 2016, there will be **no refunds** or a cancellation fee of 10% of the total amount due will be charged. We will accommodate slight increases in your group (i.e. new students) if space is available. However, please call to let us know as soon as possible.

Agreement:

My signature below verifies that I have read and filled out this form with a full understanding of the payment and cancellation policies. Please secure our reservation until full payment has been made as specified above.

Signature of School Administrator _____ Date _____

**Desert Dance Theatre is a non-profit organization which strives to maintain low ticket prices. These performances are made possible through support by Rudy G. Bologna Elementary School and the Chandler Unified School District.*