



Please return completed form to:

Northwest Indiana Symphony Orchestra
1040 Ridge Road, Munster, IN 46321
Attn: Education Department

education@nisorchestra.org

EDUCATION CONCERT

TICKET RESERVATION FORM & AGREEMENT

Please type or print clearly

School/Group: \_\_\_\_\_

Contact Name / Position: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Billing Address \_\_\_\_\_
(if different from mailing address)

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cell \_\_\_\_\_

\_\_\_\_\_ Total Students @\$6 each
\_\_\_\_\_ # of required handicap
accessible seats

Concert Time:
\_\_\_\_\_ 9:25am
\_\_\_\_\_ 10:50am

\_\_\_\_\_ Teachers/Chaperones @\$6 each
\_\_\_\_\_ # of required handicap
accessible seats

\_\_\_\_\_ Buses

\_\_\_\_\_ Scholarship Tickets

Concert Date: Tuesday, October 24, 2017

Location: Star Plaza Theatre / 8001 Delaware Pl., Merrillville IN



## **IMPORTANT INFORMATION**

### **Payment Information**

- Make checks or money orders out to:  
Northwest Indiana Symphony Orchestra  
Memo: *Education Concert*
- Mail to:  
Northwest Indiana Symphony Orchestra  
Attn: Education Department  
1040 Ridge Road  
Munster, IN 46321
- Credit card payments can be made in person or over the phone.  
Please call 219-836-1830 x 100 or visit our office at the Center for Visual and Performing Arts, 1040 Ridge Road, Munster IN

### **Reservation Deposit**

- No places will be reserved until your **50% non-refundable deposit** is received by **9/30/17**. If you have a confirmed number of attendees by 9/30/17, full payment can be made.

### **Final Balance**

- **Final balance must be received by Friday, October 20, 2017**  
**Payments will not be accepted at the venue on the day of the concert.**
- If we do not receive this completed form and full payment on or before the due date, your reservation will be placed on a waiting list and will be filled only upon full payment and if seats are available.

### **Final Headcount**

Your final headcount must be firm at the time of the final payment which is due by Friday, October 20, 2017. **All monies are non-refundable.** |

### **Changes and/or cancellations**

Changes or cancellations must be made in writing before 10/20/17. Deposits are non-refundable. Changes or cancellations may not be made after the final balance is paid.

### **Seating**

Seating is based on class size, not on first come first seated basis. Accommodations will be made for individuals needing handicap accessible seating. It is important to make note of that in the reservation form on page 1. Handicap seating may not be available in the same section where their school or group is seated. Seating information will be sent out the week before the concert.



**Photo release**

The Group Representative understands that the Symphony may take photographs and/or video and audio recordings of the concert, event participants and activities and that the Symphony is the owner of and may use such photographs and/or videos for the future promotion of education programs. It shall be the responsibility of the Group Representative to obtain all necessary consents from their school or organization prior to the concert.

**Important Dates**

Deposit Due: Friday, September 29, 2017  
Final Payment Due: Friday, October 20, 2017  
Concert: Tuesday, October 24, 2017

Please RETURN a copy of this signed document to the Northwest Indiana Education Department and KEEP a copy for your records.

**Please return completed form and payment to:**

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1040 Ridge Road, Munster, IN 46321  
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**The Group Representative agrees to meet all conditions described above and accepts full responsibility for all financial arrangements.**



8/11/17

Executive Director, South Shore Arts

Date

Group Representative

Date