



**Please return completed form to:**

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

education@nisorchestra.org

# TOOT & DOODLE

## 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 \_\_\_\_\_

  

_____ <b>Total Students @ \$6 each</b>	<b>Time:</b>
_____ <b>Buses</b>	_____ <b>9:30am</b>
	_____ <b>12:00pm</b>

  

**Event Date:** **Wednesday, November 8, 2017**

**Location:** Center for Visual and Performing Arts  
1040 Ridge Road, Munster, IN 46321



## **IMPORTANT INFORMATION**

### **Payment Information**

- Make checks or money orders out to:  
Northwest Indiana Symphony Orchestra  
Memo: *Toot & Doodle*
- 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

### **Final Balance**

- **Final balance must be received by Friday, November 3, 2017**  
**Payments will not be accepted at the venue on the day of the event.**

### **Final Headcount**

Your final headcount must be firm at the time of the final payment which is due by Friday, November 3, 2017. **All monies are non-refundable.**

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

Changes or cancellations must be made in writing before 10/30/17. Deposits re non-refundable. Changes or cancellations may not be made after the final balance is paid.

### **Photo release**

The Group Representative understands that the Symphony may take photographs and/or video and audio recordings at the event, 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 event.

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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**The Group Representative agrees to meet all conditions described above and accepts full responsibility for all financial arrangements.**



9/28/17

Executive Director, South Shore Arts      Date

Group Representative      Date