



Reservation Request Forms will be accepted beginning on August 3, 2015.

Education Reservation Request Form
For the 2015-2016 Sandler Center Foundation's Education Program

School/Group Name:	Title 1 School: Yes / No (please circle)
Contact Name:	Telephone #:
Address:	Fax #:
City:	Email:
State:	Zip Code:
Performance Information	
Performance Title:	Grade/s Attending:
Date/Day:	Time:
Reservation Information	
# of Student Tickets:	# of Buses Expected:
# of Adult Tickets:	*Please note adult ticket # to the left should INCLUDE teachers <u>and</u> all other chaperones
Total # of Tickets Needed:	Please note any special needs your group may have:
Total Cost:	

If the total amount of tickets is not available, I would like to be placed on a waiting list and am aware that this does not guarantee me tickets to this performance.

Reservation and Payment Procedure:

1. Reservation requests are dependent upon seat availability. You will be notified about the status of your reservation request within two weeks.
2. You will be invoiced 3-4 weeks before the performance and payment is due, in full, 2 weeks before the performance. No refunds or exchanges. You will be invoiced by the Sandler Center and checks should today's soccer predictions be made payable to Global Spectrum, LP.
3. Payment not received two weeks before the performance may result in a release of all seats on reserve.
4. Seating assignments are arranged based upon order of reservations and full payment.
5. Increases to your reservation will be accommodated based upon availability – please call or email as soon as possible.
6. Cancellations or reservations reductions must be received two weeks before the performance. You will be invoiced for any tickets on reserve after that date.
7. Tickets for all student matinee performances are \$10 for students and \$20 for adults, with one free adult ticket per 10 students reserved, unless otherwise arranged with the Education Department.

Please sign below and return:
Fax: 757.473.2117 / Email: education@sandlercenter.org
Mail: 201 Market Street, Virginia Beach, VA 23462

Group Contact Signature: _____ **Date:** _____