



School Performance Terms and Conditions

As an organization, our mission is to offer accessible, consistent, quality live theatre for families and young audiences in every community. Because of this, we invite schools to join us for exclusive weekday matinees at a discounted price, where they can experience the same professional productions as our public audiences with the goal of bringing theatre to as many people as possible in our community and surrounding communities.

School performances are intended as an affordable educational opportunity for school groups and homeschool groups.

School Performance Ticket Pricing

We offer a 50% discount on all ticket prices for schools bringing the ticket cost to \$8.00 per person. In addition to the already discounted tickets, school groups receive 1 complimentary adult for every 10 paid students.

Minimums

We require a **minimum of 10 tickets** to reserve a school performance. Groups with 9 or fewer guests may contact Jim Litzinger, Columbia Children's Managing Director, to discuss options. All guests in attendance with your school group – including teachers and chaperones – must be included and paid for in your reservation.

Invoicing

Once you've submitted your reservation request, your reservation will be processed, pending availability, and we'll send you a quote as confirmation of your reservation. Please carefully review the invoice for date, time and number of tickets in your reservation. Once the quote has been confirmed, we will process the invoice and send it to your school's bookkeeper.

Cancellation Deadline

You may cancel your reservation in full 2 weeks prior to your scheduled performance. Cancellations must be submitted in writing to jim@columbiachildrenstheatre.com. We're happy to work with you to reschedule your group to another performance if space is available. No cancellations may be made after the deadline. **After the cancellation deadline passes, you're responsible for payment for all seats in your reservation.**

You may adjust your ticket count until 2 weeks prior to your scheduled performance. Cancellations and/or adjustments to your numbers must be submitted in writing to the Managing Director. Columbia Children's Theatre does not issue refunds if your school fails to attend your scheduled performance for any reason. Refunds will be issued only if:

- A state of emergency has been declared
- CCT suffers a loss of power

- Your school district has canceled school due to cold/weather
- Other conditions as determined by Columbia Children's Theatre

If Columbia Children's Theatre cancels a school performance, the theatre's leadership will make that decision by 8 a.m. The Managing Director will make every effort to inform the group leader at the email address and phone number provided in your original reservation request.

Final Numbers & Full Payment Due

A final count for your reservation and payment is due in full **at least 2 weeks prior to your scheduled performance**. Your final count must be submitted in writing to jim@columbiachildrenstheatre.com.

Payment is due immediately upon reservation if made within 2 weeks of your scheduled performance. Columbia Children's Theatre reserves the right to terminate any reservations not paid in full by the deadline. If circumstances prevent you from paying on time, please contact Jim Litzinger before the balance due date to make payment arrangements. We'll try to accommodate additions to your group after the final numbers deadline, pending availability and additional payment. Groups that violate the terms listed may be required to make payment immediately upon reservation or lose school attendance eligibility.

Accepted forms of payment

1. Check made payable to Columbia Children's Theatre
2. MasterCard, American Express, Visa, or Discover
3. Public School Purchase Order- To hold your reservation, we will gladly accept a purchase order from any public school district for the full amount due in lieu of the deposit.

Questions?

Contact Jim Litzinger, Managing Director, via email at jim@columbiachildrenstheatre.com.