SHAKESPEARE SANTA CRUZ

GROUP SALES CONTRACT / UCSC TICKET OFFICE

Group or Organization	Contact Person	Phone Number/Email

Mailing Address (Street)	City	State	Zip

Production Title	Date	Time	# of Tix	Price Per Ticket (*choose one*) Premium Classic Senior Student	Discount Per Ticket	Final Price per Ticket
				$	$	$
				$	$	$
				$	$	$
TOTAL COST OF ALL TICKETS IN ORDER:						$
20% DOWNPAYMENT DUE AT TIME OF BOOKING:						$
REMAINING BALANCE (due 2 weeks prior to performance date):						$

Method of Payment:

CHECK#_____ *(Make checks payable to "UC Regents")*

CREDIT CARD: (*VISA / Mastercard / Discover*)

Name on card:

Credit card number:

Exp date:	CVV code:	DEPOSIT REC'D *(date)*	BALANCE REC'D *(date)*

GROUP SALES TICKET POLICIES

- Group tickets are non-refundable and non-exchangeable.
- **A non-refundable deposit of 20%** is due at the time of order. Deposit may be paid by cash, check (payable to *UC Regents*) or credit card (Visa, Mastercard, Discover).
- **Please return signed copy to: SSC Group Sales Manager Sandy Kurz, 829 Western Drive, Santa Cruz, CA 95060 or fax to (831) 426-1805.**
- The balance must be paid in full two (2) weeks prior to the first performance date your group has contracted to attend. The total number of tickets in your party may be adjusted up to the time the final balance is paid. It is your responsibility to contact the Group Sales Manager by the deadline.
  ANY TICKETS PURCHASED AFTER THE BALANCE HAS BEEN PAID IN FULL WILL BE CHARGED AT FULL PRICE. THERE WILL BE NO REFUNDS ONCE THE BALANCE IS PAID IN FULL.
- In order to reduce communication issues and incorrect information conveyed, **PLEASE DESIGNATE ONE CONTACT PERSON PER ORGANIZATION TO COMMUNICATE WITH THE GROUP SALES MANAGER AND/OR THE UCSC TICKET OFFICE.** The contact person is also responsible for collecting payments from and distributing tickets to his/her group.

I have read the above information and confirm I understand all sales policies. By signing below, I agree that I am responsible for paying the stipulated amount(s) by the stated deadlines(s). Failure to do so will result in forfeiture of the 20% deposit and any tickets previously held for my group will be released for general sale. I further understand that no refunds will be given once the balance is paid in full [even in the event of cancellation by my organization].

_____

Organization Contact Person *Date*

If you have questions about this form or need to confirm available dates and prices, please call Group Sales Manager Sandy