



School Matinee Reservation Form

Name of School _____
 Contact Person _____
 Position/Title _____
 School Mailing Address _____
 City, State, Zip _____
 School Phone _____ Fax Number _____
 Alternate Phone and Email _____
 Parish _____ School System _____
 _____ Public School OR _____ Private School

Title of play you wish to attend: _____

Date you wish to attend (list in order of preference in case of conflicts):

1. _____

2. _____

Reservations must be made *in writing* or by fax (225-578-4135). A \$50 nonrefundable deposit is required within one week of reservation to hold seats. The deposit will be applied to the total due. All reservations not accompanied by payment must include a purchase order number or credit card "hold" number. Full payment must be received 30 days prior to performance date, or seats may be released and the deposit forfeited. Seats are assigned on a first-paid basis, not by date of reservation. Payment must be a single check, *not* individual checks or cash from each student.

Please check ONE of the following payments:

_____ Check Enclosed (*One* check payable to Swine Palace)

_____ Purchase Order: _____

We will send an invoice to your school against this number.

_____ Charge Credit Card *OR* _____ Check here to hold against card. (This option allows you to reserve seats while a purchase order is being processed or while money is collected from your students. Your card will not be charged if payment is received by the payment deadline.)

_____ Visa _____ MasterCard _____ American Express

Card Number: _____ Expiration Date: _____

Type of Seats	# of Seats	Price Per Seat	Subtotal
Student Seats	_____	x \$10.00	_____
Free Teachers/Chaperones (1 per 15 students)	_____	x \$0.00	\$ _____ 0
Additional PAID Teachers/Chaperones	_____	x \$12.00	_____

Total Seats _____	Total Due _____
--------------------------	------------------------

Grade(s) of Students Attending: _____

Academic Subject(s)/Class(es) Represented: _____

Special Needs Requirements: _____

I understand if any audience member throws anything or creates an unsafe environment during or prior to a performance, the performance will be discontinued and no refund made. Future school matinee attendance by the offending school may be monitored or prohibited. I understand that all sales are final. Swine Palace offers **NO REFUNDS**.

Contact Signature: _____ Date: _____