

## Arts Education Sales Agreement

Date: \_\_\_\_\_

School Name: \_\_\_\_\_

School Liaison \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Phone: \_\_\_\_\_ (day) \_\_\_\_\_ (eve)

Email: \_\_\_\_\_

Performance	Date	Time	Quantity	Price	Total
				X \$5.00 =	
Handling Fee:					\$6.00
(Circle One) VS MC AMEX P.O. CASH CHECK					Total Due:

Name: \_\_\_\_\_

Number: \_\_\_\_\_

Exp. \_\_\_\_\_ Sec. Code \_\_\_\_\_

\*Must be filled out\*

Teacher Name	Grade	# Stud.	# Chap.	Total #
1.)				
2.)				
3.)				
4.)				
5.)				

**FORM OF TRANSPORTATION**      Bus \_\_\_ Car \_\_\_ On Foot \_\_\_

*(Provide number of vehicles of transportation above. This allows the theater to anticipate parking)*

Terms:

1. A 10% Non-refundable Deposit is due at the time of booking.
2. All sales are final. There are No Refunds unless an event is cancelled and not rescheduled.
3. Final payment or Purchase Order needs to be received 30 days prior to the show date selected.
4. Deposits can be transferred between performances prior to the due date if available within the season.
5. Failure to make your final payment by the balance due date will result in the release of your seats and forfeiting of your deposit.
6. A group may request additional seats depending on availability. The Ticket Office will attempt to get the seats as close to the original booking location as possible. Credit will not be given for unused seats.

\_\_\_\_\_  
 School Representative

\_\_\_\_\_  
 Gallo Center for the Arts Representative

Please list any special needs here:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **All Checks Should be Made Payable to the GALLO CENTER FOR THE ARTS**

### **Ordering Information:**

**FAX ORDER** May be made with a Credit Card or Purchase Order Number: **Fax: (209) 338-2106**

*~Please call # (209) 338-2100 and confirm that the fax went through~*

**MAIL ORDER** Please complete your order form in its entirety and include a check, credit card number, or a copy of purchase order to:

Please Remit to:  
Gallo Center for the Arts  
ATTN: Arts Education  
1000 I Street  
Modesto, CA 95354

PHONE:  
**Ordering Information Contact:**  
Kathi Tennant (209) 338-5022  
**Arts Education Coordinator Contact:**  
Jim Johnson (209) 338-5063

**By Check:** Personal Checks drawn from schools, school district, or city accounts are acceptable. Make checks payable to the **GALLO CENTER FOR THE ARTS**. Please send one check with your order form.

**By Purchase Order:** Send a copy of purchase order with your order form. Do not wait until the P.O. has been processed before submitting your reservation request to the Ticket Office. Purchase Orders, with approval signatures, must arrive at the Ticket Office no later than 30 business days prior to the performance date.

**By Cash:** All cash payments must be made in person at the Gallo Center Ticket Office. A Deposit of 10% is due at the time of booking and the remaining balance due is to be paid 30 business days prior to the performance date.

**Payment Confirmation and Seating Assignments:** Upon receipt of payment, you and/or your group will be mailed a *Confirmation of Final Payment*. You will not be given a specific seating assignment.

**BE SURE TO BRING YOUR CONFIRMATION TO THE THEATER THE DAY OF THE PERFORMANCE!**

**Seating:** To avoid obstructed viewing by older students, younger students will be seated in designated sections throughout the theater. Seating will not be on a first-come-first serve basis.

### **TERMS:**

1. A 10% Non-refundable Deposit is due at the time of booking.
2. All sales are final. There are No Refunds unless an event is cancelled and not rescheduled.
3. Final payment or Purchase Order needs to be received 30 days prior to the show date selected.
4. Deposits can be transferred between performances prior to the due date if available within the current season.
5. Failure to make your final payment by the balance due date will result in the release of your seats and forfeiting of your deposit.
6. A group may request additional seats depending on availability. The Ticket Office will attempt to get the seats as close to the original location as possible. Credit will not be given for unused seats.

**Arrival & Departure Instructions:** Bus Load-in and Load-out instructions as well as Theater Entrance and Exit Protocols will appear on your performance confirmation and on the Arts Education Link at [www.galloarts.org](http://www.galloarts.org).