

## GROUP SALES POLICY

Our Group Sales Policy is designed to give large groups buying tickets for a performance an advantage. We do this because in selling ten tickets on one reservation, with one sales transaction, we sell a lot of tickets with very little effort. We pass this savings on to the group. The key is “One”, ONE contact person. ONE reservation. ONE payment.

**RESERVE EARLY** - the longer tickets are on sale, the harder it becomes to seat all members of a group near each other. Usually we seat groups in two rows, one behind the other. We can also break them up into twos or threes around the house. *You may make inquiries about groups for any show at any time.* Organize your groups now!

### **How do I organize a Group?**

**AT WORK**- Just ask around, or post a note on your e-mail or bulletin board. If you are interested in circulating a flyer, just call us at 782-2211 and we will send you an information sheet on the current production.

**AT HOME** - or in your neighborhood. Maybe you have a large circle of friends who enjoy the theatre, or maybe your whole family is getting together and you need something to do. Suggest an evening at The Public Theatre.

Once you find the ten or more people who are interested they need to settle on a date to see the show.

### **How do I make reservations?**

The group should designate a contact person. It will probably be you, since you have rounded up the others. The contact person will call the theatre Box-Office at 782-3200 to make reservations for the group. To get the group rate you must reserve at least ten tickets. The reservation will be held under the contact person's name.

If you are unsure of the final number in your group, reserve for the maximum expected. You may always release unsold tickets. **However, if the final purchase by the group is under ten tickets, the price will revert to the full ticket price.**

### **How do I pay for the tickets?**

**The Public Theatre does require payment in advance.**

**For Groups of 10 – 19 people.** Tickets must be paid for by **5:00pm, ONE week BEFORE** the reserved performance. (i.e:Friday performances must be paid for by 5:00 pm the *previous* Friday.)

**For Groups of 20 or more people.** Tickets must be paid for by **5:00 pm, TWO weeks BEFORE** the reserved performance. (i.e: Friday performances must be paid for by 5:00 pm TWO Fridays prior to performance.) This shortened payment window is so that we have ample time to fill any seats that are released by the group.

The contact person can pay for the tickets with a check, credit card, or cash. To keep the “group” only *one* payment will be accepted; *one* check, *one* charge or *one* cash transaction. The contact person may decide to pay for all of the tickets and then collect the money from the individuals to reimburse themselves. Or they may collect the money first, then pay us. It's entirely up to them. Be aware that if you pay far in advance and someone bows out, you may be stuck with that ticket. Tickets paid for are non-refundable. We are happy to cancel reservations that are unpaid. ***The Public Theatre reserves the right to release for sale any tickets not paid for by the appropriate deadline.***

### **How do I distribute the tickets?**

You are free to leave the tickets at the Box-Office, to be picked up before the show. If you choose this option, please make sure that ONE person, either the contact, or someone armed with the contact's name, comes to the Box-Office to pick up the tickets. This person will distribute the tickets to the individuals as they arrive. Please do not send ten individuals to the Box-Office to pick up one or two of the group tickets. If someone in your group is late, and the show is about to start, you may leave the unclaimed tickets at the Box-Office. Let your group know that any latecomer's tickets will be at the Box-Office. We cannot retrieve their ticket and seat them if their ticket is with the contact person in the theatre with the show in progress. You may also pick up the tickets in advance and distribute them prior to the performance. This gives the individuals the freedom to arrive knowing their tickets are in hand.