



Citi Performing Arts Center • 270 Tremont St., Boston MA 02116-5692 617-532-1116 PHONE • 617-482-0752 FAX

GROUP SALES REQUEST

ContactName _____ First _____ Last
 Organization Name _____
 Address: _____
 City _____ State _____ Zip _____
 Telephone Day _____ Evening _____
 Fax Number _____ Email Address _____
 Show Name _____
 Performance Day _____
 Performance Date _____
 Performance Time _____
 # of Tickets _____
 Price _____
 Special Request _____

GROUP SALES POLICY

Minimum Group Size:
 10-20 (varies by show)

Deposit:
 20 ticket deposit is due within 10 days of receipt of your contract. Deposit is non-refundable and is due with signed contract/agreement.

Reservation/Seating/Payment Procedure:
 Client may make general seating requests (i.e. orchestra, mezzanine, etc.) at the time of reservation. Requests will then be sent with group information to the box office, which will put specific seats on hold. Contract/agreement will then be faxed or mailed to the client, along with seat locations. DEPOSIT MUST BE RETURNED WITH THE SIGNED CONTRACT WITHIN TEN BUSINESS DAYS FROM THE TIME CONTRACT IS SENT OUT OR SEATS WILL BE RELEASED.

If the reservation is being made less than thirty days before the performance date, the full payment must be remitted within five business days of order placement.

Balance Due Date:
 Thirty days prior to performance date or sixty days after deposit date, whichever comes first. Balance will be non-refundable. Failure to make final payment by the due date will result in the release of seats; client will receive any seats already paid for by deposit. Box office cannot pull tickets until full payment has been received.

Adjustment Policy:
 Prior to payment of final balance: Unlimited increases in group size will be accepted (subject to availability). Client will not be required to pay a deposit on additional tickets ordered between date of deposit and date of final payment. Decreases may not exceed 20% of original order and may not under any circumstances fall below the group minimum required.

After payment of final balance: Increases in group size will be accepted subject to availability and must be paid for in full within five business days (but no later than five business days prior to performance). No decreases in group size will be accepted.

Handling Fee: \$1.00 per ticket fee

Payment Options:
 American Express, Visa, Master Card, checks. No personal checks will be accepted less than 15 days prior to performance date. All checks must have name and address printed on check. **All payments are final. No refunds or exchanges.**

Ticket Delivery/Distribution:
 Tickets will be sent to client contact via U.S. mail. **Overnight is available for a \$15.00 fee.** Client will be strongly encouraged to distribute tickets to individual group members before arriving at the theatre. If tickets are to be picked up by the client at the box office window, they must be picked up prior to the performance day.