



GROUP TOUR CONTRACT

Date of Performance: _____, 2010, 8:00 pm

TO: **Company Name:**
 Contact Person:
 Address
 City, State, Zip:
 Phone:
 Phone 2:
 Fax:
 Email:

FROM: **The Lost Colony Box Office**
 1409 National Park Dr.
 Manteo, NC 27954

Thank you for reserving seats for a performance of *The Lost Colony* on _____, 2010 at 8:00 p.m.

Please fill in the required information, sign and return this contract with your 20 percent (20%) deposit. The remaining balance must be paid three (3) days prior to your performance date. Any changes or cancellations of your group contract must be made three days prior to your reservation date before 5 pm. The total balance due will be based on this contracted amount. Cancellations received after that time will result in a forfeiture of your deposit.

All group tickets will be held at the Box Office at our specified Group Window. Groups should arrive by 7:30 pm. Theatre gates will be open at 7 pm. Thank you for your reservation. We hope you will enjoy the show!

Lower Level Seating: All seats \$22.00	Total:	_____
Upper Level Adult: \$18.00	Total:	_____
Upper Level Child 11 & under: \$12.00	Total:	_____
	Total Tickets:	_____
20% Deposit based on total tickets.	Deposit:	_____
<small>(Ex: 56 Tickets x .20= 11.2 Rounded to 11. Multiply by Adult ticket price. 11 x \$22=\$242.00 deposit.)</small>		
	Balance due:	_____
Back State Tour at 7pm: \$7.00 each	Total:	_____
	Total Balance:	_____

Tour Representative: _____ **Date:** _____

Please sign and return a copy of this contract with your deposit check or credit card info; retain a copy for your file.

RAIN POLICY

If it's raining, come to the theatre anyway. **Shows are never canceled before 8:30 pm due to rain.** In the rare event a performance is cancelled before intermission, a full refund or exchange will be granted to the purchaser. Call the Box Office for complete details. There are NO REFUNDS for ticket purchases other than those stated in this contract.

**For group reservations, or changes contact the box office at:
(252) 473-3414 (May-August) or (252) 473-2127 (September-April)
FAX: (252) 473-6000; boxoffice@thelostcolony.org**