

# CIRCLE THEATRE



## 2018 MAGIC CIRCLE TICKET ORDER CONFIRMATION

PLEASE RETAIN THIS ORDER CONFIRMATION FOR YOUR RECORDS

Thank you for your ticket order! We are holding the following order for your group.  
Please let us know immediately if your order changes. If you have any questions about your order, please call the box office.

**Group Name:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Show Name:** Snow White: The Queen's Fair Daughter

**Date(s):** \_\_\_\_\_ **Time(s):** \_\_\_\_\_ **\* Number of Tickets:** \_\_\_\_\_

**\*\*\* No reduction in number of tickets after June 15, 2018 \*\*\***

*Ticket orders may be reduced or cancelled with full refund up to 14 days prior to performance date. After 14 days, ticket orders may not be cancelled or reduced and your group will be charged the full amount of the ticket order.  
Tickets can be added at any time, subject to availability.*

### **PURCHASE AGREEMENT**

- Attached you will find your **PURCHASE AGREEMENT**. This agreement must be returned to Circle Theatre as soon as possible.
  - MAIL: 1607 Robinson Rd SE, Grand Rapids, MI 49506
  - FAX: (616) 456-8540
  - EMAIL: [boxoffice@circletheatre.org](mailto:boxoffice@circletheatre.org)
- Please make sure that when confirming your ticket reservation, it reflects the total number of tickets needed (ex. students, teachers, chaperones, bus driver etc.)
- **Seats are not guaranteed until the signed purchase agreement is received.**

### **PRODUCTION LENGTH**

- *Snow White: The Queen's Fair Daughter* is approximately 60 minutes in length with no intermission.

### **DROP OFF/PICK UP (BUSES)**

- Have buses drop off at the main entrance.
- Please inform your bus driver that it is against fire code for the buses to park in front of the building during the performance.

## **ARRIVAL/CHECK IN**

- The doors to the venue will open approximately 30 minutes prior to the performance.
- **We suggest that you arrive no later than 15 minutes before the performance.**
- We may not be able to seat you if you arrive more than 10 minutes late.
- Your group leader should check in at the box office upon arrival.

## **SEATING**

- Arrangements can be made for wheelchair or other special needs seating. **Please make these arrangements when confirming your order.**
- Ushers will be available to help seat your group.
- **Please do not move your group after you have been seated.**

## **RECORDING/CELL PHONES/PHOTOS**

- No recording devices or flash photography are allowed during the performance.
- Please turn off all ringers and cell phones and **NO TEXTING.**

## **PAYMENT/CHANGES/CANCELLATIONS**

### **ORDERS OF 20 OR MORE**

- If you are a group with an order of **20 or more tickets**, you have the option to be invoiced for your ticket purchase.
- The invoice will reflect the amount of tickets you have on reserve. **Anyone attending the performance** (students, teachers, chaperones, etc.) **must purchase a ticket.**
- If your group is unable to come and you do not cancel 14 days prior to the performance, you will be invoiced for the full amount.
- **You will have 30 days to pay your invoice upon receiving it.**
- Tickets can be added at any time subject to availability.
- Tickets are **\$6** for groups of 20 or more.
- *You may bring your payment with you to the performance.*

### **ORDERS OF LESS THAN 20**

- If you are a group with less than 20 tickets, payment is required at the time you place your order by credit card, cash or check.
- Tickets are **\$12** for orders of less than 20.
- Orders of less than 20 tickets cannot be cancelled/refunded. However, they can be changed to an alternate date based on availability.
- Tickets can be added at any time subject to availability.

# CIRCLE THEATRE



## MAGIC CIRCLE PURCHASE AGREEMENT

This agreement was designed to ensure that your group trip to the theatre is smooth and enjoyable  
AND to confirm your ticket reservation.

Please sign below if you have read and agree to the policies stated above in the **TICKET ORDER CONFIRMATION** then return this agreement to us by 30 days prior to the performance (or upon receipt).

GROUP NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PRODUCTION: Snow White: The Queen's Fair Daughter

DATE(s): \_\_\_\_\_ TIME(s): \_\_\_\_\_ TICKET #: \_\_\_\_\_  
(Includes Students, Teachers, Chaperones, etc.)

- I have read the **TICKET CONFIRMATION** rules above and agree to them.
- I will share these policies with other adults joining our group.
- I will let Circle Theatre know immediately if our order changes.

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Signature

Date

### PLEASE SIGN AND RETURN THIS COPY

- MAIL: Circle Theatre 1700 Fulton St E, Grand Rapids, MI 49506
- IN PERSON: 1703 Robinson Rd SE, Grand Rapids MI 49506
- FAX: (616) 456-8540
- EMAIL: [boxoffice@circletheatre.org](mailto:boxoffice@circletheatre.org)

1700 Fulton St E, Grand Rapids, MI 49506  
Box Office: (616) 456-6656 | [boxoffice@circletheatre.org](mailto:boxoffice@circletheatre.org) | [circletheatre.org](http://circletheatre.org)