

# ARTS EDUCATION SALES AGREEMENT

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

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

School Representative: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

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

Performance	Date	Time	Quantity	Price	Total	
				x \$5.00=		
					Handling Fee:	\$15.00
					Facility Fee (25¢/ticket):	
(Circle One) VISA MC AMEX P.O. CASH CHECK					Total Due:	

Name On Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ Security Code: \_\_\_\_\_

Teacher Name	Email (*Grades must be separated)	Grade	# Stud.	# Chap.	Total #
1.					
2.					
3.					
4.					
5.					

## FORM OF TRANSPORTATION

Bus \_\_\_\_\_ Car \_\_\_\_\_ On Foot \_\_\_\_\_

If travelling by car or bus, please provide number of vehicles to help the theater gauge parking.

## TERMS:

1. A 10% non-refundable deposit is due at the time of booking.
2. Schools that are awarded Costa Family Fund ticket grants are still required to pay a \$15 handling fee and a 25¢/ticket facility fee.
3. Fill in the Teacher Name field & separate the classes by grade level for the Arts Ed sponsor.
4. All sales are final. There are no refunds unless an event is cancelled and not rescheduled.
5. Final payment or Purchase Order needs to be received 30 days prior to the show date selected.
6. Deposits can be transferred between performances prior to the due date if available within the season.
7. Failure to make your final payment by the balance due date will result in the release of your seats and forfeiting of your deposit.
8. A group may request additional seats depending on availability. Credit will not be given for unused seats.
9. Please leave all backpacks, cameras, cell phones, ipods, food, drink, candy, gum and small toys at school or on the bus. **BACKPACKS ARE NOT PERMITTED INSIDE THE THEATERS.**

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

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

Please list any special accommodation requests here: \_\_\_\_\_

# ORDERING INFORMATION

**FAX ORDER** May be made with a Credit Card or Purchase Order Number: Fax: (209) 338-2106  
Please call (209) 338-2100 to 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 a purchase order to:

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

## PHONE

### Ordering Contact:

Tiffany Davis (209) 338-5022

### Arts Education Manager Contact:

Cortney Betschart (209) 338-5012

**BY CHECK:** 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 a 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 at that time.

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

**SEATING:** Seating is assigned based on the number of students with each group. Once inside the theater, groups are seated together in designated sections. To avoid obstructed viewing by older students, younger students will be seated in designated sections throughout the theater.

**ARRIVAL & DEPARTURE INSTRUCTIONS:** Drop off and pick up instructions as well as theater entrance and exit protocols will be on your performance confirmation and on the arts education link at [www.GalloArts.org](http://www.GalloArts.org).

**NOTE:** Any adult requesting to see or be seated with a particular student or group attending an Arts Education performance at the Gallo Center for the Arts must be approved by the teacher of that school/group prior to the adult having contact with the student or being seated with the group.



1000 I STREET  
DOWNTOWN MODESTO  
(209) 338-2100 | GALLOARTS.ORG