

## A NOISE WITHIN SCHOOL BOOKING POLICY

**DEPOSIT**: To confirm your reservation, a non-refundable deposit of 25% is due within 7 days of receipt of this invoice or on another date agreed upon by the Director of Education. Please note your reservation is NOT confirmed unless payment is received. If we have not received a deposit or a Purchase Order we reserve the right to cancel the booking.

**FINAL PAYMENT:** The reservation must be paid in full four weeks before the performance date. If we have not received final payment or a Purchase Order by this date, we reserve the right to cancel the booking and deposits will be forfeited.

**ADDING OR REDUCING TICKETS**: If a deposit has been paid, you may reduce your ticket number by 10% or less of your total four weeks prior to the performance. Additional tickets are subject to availability and must be confirmed by the Education Director.

**CANCELLATIONS**: Deposits are non-refundable. Please confirm your performance date and time with your school calendar with <u>testing</u>, <u>holidays</u>, <u>special activities</u>, <u>bus pick-up times</u>, etc. before making a reservation.

- Cancellations made within 14 days of the performance date will require payment of your full invoice.
- Cancellations made within 30-90 days will require a payment of 50% of your full invoice.
- Cancellations made more than 90 days before the performance lose the deposit only.