

East Arkansas Community College Fine Arts Center
2022-2023 School Series
Reservation Form

*Please submit completed form via fax to 870-633-7222 or email njones@eacc.edu
EACC Fine Arts Center / 1700 Newcastle Drive / Forrest City, AR 72335*

TODAY'S DATE _____

NAME OF SCHOOL _____ **GRADE** _____

CONTACT PERSON _____ **WORK PHONE #** _____

E-MAIL _____ **FAX** _____

MAILING ADDRESS _____

- | | |
|---|---|
| <input type="checkbox"/> Pete the Cat's Big Hollywood Adventure
Monday, October 24, 2022
10:00 am
<i>Recommended for Pre K-2nd</i> | <input type="checkbox"/> Junie B's Essential Survival Guide to School
Friday, January 27, 2023
10:00 am
<i>Recommended for Pre K-3rd</i> |
|---|---|

Students / Teachers / Chaperones - \$5.00 each Number of Students _____ Total Amount Due _____

EACC FINE ARTS CENTER / SCHOOL SERIES
POLICIES & GUIDELINES

Seats are reserved in blocks according to school/group – tickets are not mailed. Please inform us if anyone in your party has special needs, such as wheelchair seating or listening devices.

- **PAYMENT:** This reservation also serves as your invoice. Payment in full must be received **10 days prior to performance**. EACC accepts purchase orders, cash, checks, and credit cards. Payment due is based on the number of seats reserved, NOT the number of students who attend that day. Please contact our office with any changes to your reservation at least 10 days prior to performance. Since many shows sell out, please do not bring more students than specified in reservation without making prior arrangements. Reservations not paid within 10 days of show will be made available to other parties.
- **CANCELLATION & REFUND:** Unused reservations will not be issued refunds. If EACC cancels a production, full refunds or alternate dates will be given.
- **INCLEMENT WEATHER:** If a school district closes due to inclement weather, a refund or alternate date will be offered. There are no refunds given if the district is open and a school chooses not to attend.
- **LATE ARRIVAL:** EACC's policy is to start every performance on time as scheduled. We CANNOT hold shows for late arrivals; therefore it is recommended that audiences plan to arrive at least 15 minutes prior to show start time. We cannot be responsible for student transportation delays, and cannot guarantee that patrons will be allowed entry to the theater once the performance has begun. There are no refunds given for late arrivals.

I have read and agree to the terms as stated above

Signature _____

Date _____