

September 1, 2012

Ms. FIRST LAST NAME
YOUR ORGANIZATION
YOUR ADDRESS HERE
YOUR CITY, STATE 00000-0000

Dear Ms. LAST NAME:

Thank you for your reservation for the **11:30 am** performance of "**Beauty and the Beast,**" on **Thursday, November 1, 2012,** at **The Puppet Co. Playhouse,** in Glen Echo Park. Please check the information below and call me immediately if there are any discrepancies.

Number of Children Attending:	68
Number of Adults Attending:	8
Total Number of Attendees:	76
Less 1 free Adult per 10 Children:	(6)
Total Paid Admissions:	70
Ticket Price:	\$6.00
Total Cost of Admissions:	\$420.00
Deposit Due:	\$210.00
Amount Prepaid:	< \$0.00 >
=====	
Balance to be paid at door:	\$210.00

Remember tickets are non-refundable and seating is limited. You cannot reduce your count after the deposit due date or, if you received a "waived" deposit, after your booking date of **9/1/2012**. You must call the Box Office to increase your ticket count.

The Puppet Co. requires that a 50% deposit be paid in advance. This means your minimum payment of **\$210.00**, along with a copy of this contract signed by an authorized person, must be received no later than **November 1, 2012** or we reserve the right to cancel your reservation. Payment of the deposit or up to the full balance due constitutes your agreement with this contract. Please make checks payable to "**The Puppet Co.**" and mail to:

The Puppet Co., 7300 MacArthur Blvd., Glen Echo, MD 20812

We look forward to your visit to "**Beauty and the Beast.**" If you have any questions, please call us at **(301) 634-5380**; voicemail can be left 24/7.

Very truly yours,

The Puppet Co.

I have read, understand, and agree to the terms and conditions stated in this letter. I understand the enclosed deposit is non-refundable after the deposit due date.

Date: _____
(Signed) for: YOUR ORGANIZATION