

July 27, 2015

Jane Doe
Jack And Jill Elementary School
123 Anywhere St
Rockville, MD 12345



Dear Jane Doe,

We are looking forward to your visit to **the Puppet Co. Playhouse** in Glen Echo Park on **1/1/2016**. Your itinerary is as follows:

Contact Name:	Jane Doe
Performance Time	11:30 AM
and Title:	Peter and the Wolf

Please check the information below and call or email immediately if there are any discrepancies.

Number of Children Attending:	55
Number of Adults Attending:	10
Total number of attendees:	65
Less 1 Free Adult Per 10 Children:	(5)
Total Paid Admissions:	60
Ticket Price:	\$7.00
Total Cost of Admissions:	\$420.00
Payment Due (12/1/2015):	\$210.00
Amount Paid:	\$210.00
Date Paid:	12/1/2015
	=====
Balance to be paid at door:	\$210.00

The Puppet Co. requires a 50% deposit to hold your order. Your deposit, along with a signed copy of this agreement, must be received no later than **12/1/2015** or **Playhouse** reserves the right to cancel your reservation. You may choose to pay the full balance due when you return your agreement. Tickets are non-refundable and non-exchangeable. There are **NO** refunds for unused tickets. You cannot reduce your ticket count after **12/1/2015**. Requests for additional tickets at the group discount rate must be received **NO LATER** than 24 hours prior to show date, and are subject to availability. Seating is limited.

If you need to **increase/decrease** your ticket count, please call the Box Office prior to 3:30pm at (301) 634-5380 or send your request by email to boxoffice@thepuppetco.org. **The Puppet Co. Box Office is closed Mondays and Tuesdays.**

We accept cash, check, and all major credit cards. Please make checks payable to: **The Puppet Co.** and mail to: **7300 MacArthur Blvd, Glen Echo, MD 20812**. You may fax your signed contract to **(301) 229-2008** or email to boxoffice@thepuppetco.org.

(Signed) for: the Puppet Co. **Betsy Marks Delaney** **7/27/2015**
Printed Name Date

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

(Signed) for: **Jack And Jill Elementary School** **Printed Name** **Date**