



School-Day Matinees at Hammons Hall 2016-2017 Policies and Procedures



School-Day Matinee Performances at Juanita K. Hammons Hall are intended for groups of ten (10) or more from area preK-12 public, private or home schools, and are offered to those groups at a special reduced price.

NEW THIS YEAR: Select limited seating for these 10am performances is available for purchase by the public at full price. Closer to the show date, other seats not already reserved by school groups will be released for public purchase. For more information and public pricing, please visit the individual show pages at www.HammonsHall.com, or contact the box office at 417-836-7678.

For school group reservations, please see policies below then complete and return the order form on the next page.

RESERVATIONS & SEATING

Reservations and payment for school-day matinees must be made in advance, and are accepted by mail, email or fax. Reservation requests are processed in the order in which they are received; incomplete forms without payment information will not be processed. Remember that **everyone**, including teachers, parent chaperones and bus drivers must be included in your total seat count if they plan to watch the performance. If you wish to add to your reservation later, we cannot guarantee that the entire group will be seated together.

PAYMENT

- Groups may receive one free adult admission for every 10 student admissions purchased – please do not round up.
- **Payment may be made by credit/debit card, or ONE check/money order made payable to Missouri State University (no cash, please).** If you wish to use a school purchase order, remember to send a copy of the P.O. with your completed reservation form. You will then receive an invoice to forward to your school finance office for payment.
- All sales are final; no refunds, exchanges, or cancellations once payment is received, unless a performance is canceled by Juanita K. Hammons Hall. Refunds will not be issued due to lack of transportation, student absences, unused seats, or school closings; all reserved seats must be paid for.
- **Inclement weather:** If Hammons Hall must cancel an event due to a weather emergency, you will have the option of attending the show on another date (if rescheduled), or accepting a credit toward a different school matinee performance. If your school is officially closed due to a weather emergency but the performance still takes place, you will be offered an opportunity to transfer your reservation into a different school matinee, if available.

Send your completed order form with payment information to:

Juanita K. Hammons Hall, Attn: Anjanette Nowell
901 S. National Avenue, Springfield, MO 65897

Fax: 417-836-6891

Email: ANowell@MissouriState.edu

CONFIRMATION

All correspondence regarding your reservation will be addressed to the contact person listed on your order form. After your reservation is processed, a voucher will be sent via email with your order confirmation, seat assignment, parking and study guide information. **This voucher serves as your “group ticket” for admittance.** Individual hard tickets are not issued for school matinees; ushers will escort each group to their reserved seats.

AT THE VENUE

- **Performances take place at Juanita K. Hammons Hall, 525 S. John Q. Hammons Parkway, Springfield, MO** (on the campus of Missouri State University). Driving directions are available online at www.HammonsHall.com.
- Seating begins approximately 30 minutes prior to curtain time. Every effort will be made to start performances on time; latecomers will be seated at the discretion of venue and production management.
- Matinee performances for school groups are approximately one hour long unless otherwise indicated.
- Cameras, recording equipment, outside food and beverages are not permitted inside the theatre.
- Cell phones and other electronic devices should be turned off or silenced inside the theatre.
- Questions? Contact Anjanette Nowell at 417-836-5711 or ANowell@MissouriState.edu.



School-Day Matinees at Hammons Hall 2016-2017 Reservation Order Form



Return your completed order form by mail, email or fax using the contact information below, and keep a copy for your records. Reservation requests are processed in the order in which they are received. Incomplete forms without payment information will not be processed.

GROUP INFORMATION

School or Group:	School District:
Contact Person:	Grade level/Subject:
School Address:	City: State: ZIP:
Daytime Phone:	Email:
<input type="checkbox"/> I have read & agree to the policies and procedures outlined on the previous page.	

PERFORMANCE INFORMATION	# of Students	# Free Adults (1 per 10 pd)	# Additional Adults	# Total Seats	Price per seat	Amount Due
ODD SQUAD LIVE! Friday, February 24, 2017 at 10 am (grades K-2)					\$8.00	\$
Erth's DINOSAUR ZOO LIVE Tuesday, April 18, 2017 at 10 am (grades K-5)					\$8.00	\$
<input type="checkbox"/> Wheelchair accessible seating: # wheelchairs _____ # companion seats _____ <small>To request other accommodations due to disability, contact the MSU Disability Resource Center at 417-836-4192 at least two weeks prior to the performance you plan to attend.</small>						Total Amount Due \$

PAYMENT INFORMATION (please check one) *ALL PAYMENTS ARE DUE PRIOR TO DATE OF EVENT*

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> AmEx	Card #
<input type="checkbox"/> Check # <small>(payable to MISSOURI STATE UNIVERSITY)</small>	Expiration: Sec. code:
<input type="checkbox"/> Purchase Order # <small>(include copy of P.O.)</small>	Name on card:

TRANSPORTATION (indicate number of vehicles)

<input type="checkbox"/> School Bus #	<input type="checkbox"/> Car/Van #	<input type="checkbox"/> Walking
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RETURN COMPLETED FORM BY MAIL, FAX OR EMAIL (No phone orders, please)

Juanita K. Hammons Hall for the Performing Arts
 Attn: Anjanette Nowell
 901 S. National Avenue
 Springfield, MO 65897

Fax: 417-836-6891
 Email: ANowell@MissouriState.edu
 Web: www.HammonsHall.com/Education.htm
 Questions? Call 417-836-5711

For office use only:

Acct #:	Res #:	Loc:
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