

ALLEY THEATRE

Student Matinee Booking Agreement

Name of Group:	ID Number:
Group Contact:	Order Number:
Email Phone	Student Tickets (\$16):
Group Address:	Chaperone Tickets (1 comp per 25 students):
Show:	Total Tickets:
Date, Time:	Add-On:
Payment Due Date:	Total Due: \$

Thank you for your reservation for this Alley Theatre Student Matinee! We are thrilled that you've chosen to share the experience of live theatre with your students and will strive to make sure they receive an unparalleled artistic experience. Your reservation will not be confirmed unless we receive this form signed within 14 business days; payment information is not needed until the payment due date listed above.

_____ **RESERVATION AND PAYMENTS.** All unpaid reservations will be released at 5:00 PM on the payment due date. Additional tickets may be purchased subject to availability. Payments can be made via **check** or **credit card** and accepted by mail, phone, or in-person. Purchase orders are accepted. Please note, partial payments or cash are not accepted. Please make checks payable to the **Alley Theatre** and mail to: 615 Texas Avenue, Houston, TX 77002 ATTN: FINANCE. ***There are no refunds or exchanges once payment has been received.***

_____ **PLAY CONTENT.** Alley Theatre provides content alerts but does not censor or edit the content of a play for Student Matinees. It is the responsibility of the school representative and principal to determine whether a play is appropriate for their students. Scripts are available upon request. Children *ages 5 and under* are not permitted to attend Alley productions.

_____ **PROHIBITED ITEMS.** Students are prohibited from bringing **electronic devices** (including, but not limited to cell phones, mp3 players, video recorders, and tablets), **backpacks**, **food** and **beverages** into the theatre. School representatives will collect all electronic devices and leave them on the bus with any backpacks, lunches and other food and beverages before students enter the theatre. The theatre reserves the right to confiscate any prohibited item prior to or during the performance, to be returned afterwards. The theatre cannot accept lunch or other food or beverage delivery.

_____ **PHOTO RELEASE.** By signing below I grant the Alley Theatre the absolute right and permission to copyright and use, re-use, publish and re-publish audio, video and photographic portraits or pictures of the minors or others in our group or in which the minors or others in our group may be included, in whole or in part, without restriction as to changes or alterations from time to time, or reproductions thereof in color or otherwise made through any media for art, advertising, trade, or any other purpose whatsoever. I hereby waive any right that I or the minors or others in our group may have to inspect or approve the finished product or products or the advertising copy, printed matter, audio recordings or video footage that may be used in connection therewith or the use to which it may be applied.

In returning this signed agreement, «School_group_or_name» agrees to observe and abide by all Alley Theatre policies herein, as well as posted safety procedures. Failure to comply with these policies may result in the denial of services or dismissal from the Alley Theatre premises, or both, without a refund.

Signature _____
School Contact

Date _____

Signature _____
Principal

Date _____

Signature _____
Elena Valladolid-Rivera, ECE Manager of Emerging Audiences, Alley Theatre

Date _____

ALLEY THEATRE

INVOICE

March 12, 2025

Student Matinee

To: Group Name
Group Contact
School Address
City, TX Zip
Customer ID:
Order Number:

Description	
Performance, Performance Date	Ticket Cost
# of Student Tickets, # of Chaperone Tickets	
Alley Re-Sourced: Online Education Dramaturgy Guide	
Add-ons	Add-on Fee

Total amount due: **\$Total Due**
Payment Due by: **Payment Due Date**

Please remit payment to:

Alley Theatre
Attention: FINANCE
Education & Community Engagement
615 Texas Avenue
Houston, TX 77002

Tax Id #74-1143076

To submit a payment with a credit or debit card, please click [here](#). If you have any questions, contact Monica Marcha at 713.315.3389 or MonicaM@alleytheatre.org.