



## CANCELLATION ORDER FORM

**SCHOOL FIELD TRIP CHANGE FORM: please complete in ink!**

School: \_\_\_\_\_

FAX COMPLETED FORM TO:

Contact: \_\_\_\_\_

Nathaly Arredondo or Cassandra Trohn

Phone: \_\_\_\_\_

PHONE: 863-682-7553

FAX: \_\_\_\_\_

FAX: 863-688-7412

This page is \_\_\_ of \_\_\_ pages faxed

PLEASE CANCEL THE FOLLOWING RESERVATION:

PERFORMANCE NAME: \_\_\_\_\_

| DATE | TIME | GRADE LEVEL | # OF STUDENT TICKETS | # OF COMPED ADULT TICKETS | # OF PAID ADULT TICKETS | # OF ADA NEEDS | ** # OF WH | # OF BUSES | AMOUNT DUE |
|------|------|-------------|----------------------|---------------------------|-------------------------|----------------|------------|------------|------------|
|      |      |             |                      |                           |                         |                |            |            |            |

THE NEW INFORMATION FOR THIS RESERVATION IS AS FOLLOWS:

| DATE | TIME | GRADE LEVEL | # OF STUDENT TICKETS | # OF COMPED ADULT TICKETS | # OF PAID ADULT TICKETS | # OF ADA NEEDS | ** # OF WH | # OF BUSES | AMOUNT DUE |
|------|------|-------------|----------------------|---------------------------|-------------------------|----------------|------------|------------|------------|
|      |      |             |                      |                           |                         |                |            |            |            |

\*\*WH=WHEELCHAIR

\*\*\*COMPLIMENTARY ADULT TICKETS are provided at a ratio of 1 PER 15 STUDENTS. ESE ratio is 1 per 3 students.

NOTE: Polk Theatre will FAX this form back to you confirming that your cancellation request has been received & processed.

**POLK THEATRE OFFICE USE:**

DATE REC'D \_\_\_\_\_ REC'D BY \_\_\_\_\_

FAXED TO SCHOOL  DATE \_\_\_\_\_

**PLEASE REMEMBER:** Once your ORDER FORM has been received, a seat for each of your students has been reserved. Although attrition due to absences will occur, **IT IS NOT ACCEPTABLE** to cancel an entire performance or to reduce attendance numbers by more than 10% without a **MINIMUM of three weeks notice (CANCELLATION DEADLINE)**. In the event of a cancellation or reduction in attendance greater than 40% of original reservation **AFTER THE CANCELLATION DATE**, the school is responsible for **60% of the original reservation**.