

Clowes Education Matinee Policies

Accessibility: Clowes Memorial Hall is a fully-accessible facility. Please advise us prior to your visit of special needs by marking the registration form or by calling (317) 940-8052. Please note that Audio Description and American Sign Language require 14-day advanced requests. For matinees, please note that these services are only available for specified performances.



Admission: Student admission ranges from \$8.00 to \$11.00 each. Admission fees are used to pay artists' fees and production costs. Although these costs continue to increase each year, we strive to keep ticket prices as low as possible with the generous help from our sponsors listed on page 13.

Arrival/Parking: Clowes Memorial Hall parking is located on the east side of the building. Bus parking will be directed by Butler University Police and Clowes staff. Additional parking information and directions to Clowes Memorial Hall will be mailed to you prior to the event with curriculum materials.

Availability of Events: For updated event availability, call the Clowes Education Information Line at (317) 940-9025. Or, check the CMH Website at www.cloweshall.org/education.

Babies and Young Children: ALL children attending matinee programs, regardless of age, must pay for admission. We do not recommend that children under 2 years of age or "babes in arms" attend. At any time if a child becomes disruptive, please be considerate of others and exit the theatre promptly. We reserve the right to ensure that all patrons have an enjoyable experience.

Bus Drivers: Bus drivers may attend Clowes educational events at no charge. To seat attending bus drivers in the theatre with your group, please mark the registration form in the # of free chaperones column with number of bus drivers separate from number of free chaperones.

Chaperones: One chaperone may attend free of charge for every 15 students (see chart below). Additional adult seats may be purchased at the adult rate of \$13.

Clowes Memorial Hall School Matinee Series

# of students	# free chaperones	# of students	# free chaperones
1-15	1	91-105	7
16-30	2	106-120	8
31-45	3	121-135	9
46-60	4	136-150	10
61-75	5	151-165	11
76-90	6	166-180	12

Curriculum Materials: Clowes Sheets, student study guides, will be mailed approximately 3-4 weeks prior to the performance (or upon receipt of payment) so that students may be fully prepared for their experience at Clowes Memorial Hall.

Last-Minute Registration: Clowes Education Department will continue to accept registrations within 6 weeks of a performance if seating is available. However, Purchase Orders are not accepted within 6 weeks of any performance; therefore, registrations received within this time frame must include full payment.

Payment: Payment for an event can be made in two ways:

1. Payment in full by **check** or **credit card** submitted with the Registration Form.
2. Or, a school's **Purchase Order** can be submitted with the Registration Form. Purchase Orders will hold seats until the payment due date (listed on the Registration Form and on the Invoice/Confirmation Form mailed to you). Final seat count and full payment by check or credit card is due 6 weeks before the performance. It is the responsibility of the school to pay in a timely manner; no other invoice will be sent. **Make a copy of the Invoice/Confirmation Form and return it with adjusted numbers and payment.**

Scholarships: A limited number of scholarships are available for selected matinee performances. Please call (317) 940-8052 or e-mail drund@butler.edu to ask for an application. Please note that scholarships are not available for *The Nutcracker*.

Seating: All seating is pre-arranged. Seating assignments are based on the age of students, special needs and timely payment, not on the date a registration is received. To accommodate all patrons, we reserve the right to determine seating arrangements.

Seating Adjustments and Cancellation Policy:

Seating adjustments and cancellations MUST BE MADE IN WRITING BY E-MAIL (drund@butler.edu) or FAX (317-940-9271)

- **INCREASE:** If you need to increase your seat count after registration is received by Clowes and before payment is due, put your request IN WRITING (e-mail or fax), and do so as far in advance as possible, as many performances sell out.
- **LAST-MINUTE INCREASE:** If you need to increase seating after payment is made (within 6 weeks of a performance) we MAY be able to add seats to your group, depending on availability. Please put your request IN WRITING (e-mail or fax). We will do our best to seat the additions with your group; however, we cannot guarantee that the entire group will be seated together.
- **DECREASE:** If you need to decrease the number of seats you requested, you must do so BEFORE payment is made (6 weeks before the event). Once we receive payment for a final number of seats, a refund CANNOT be issued. Refunds are not issued due to student illness or absence.
- **CANCELLATIONS:** Cancellation for an entire group must be made IN WRITING (e-mail or fax) 6 weeks before a performance. Once you have paid for an event, a refund CANNOT be issued. We may be able to transfer the payment to another performance with availability depending on the circumstances of your cancellation. In the case of school delays/closings due to inclement weather, we will offer to transfer your payment to another performance with availability. If a cancellation is made within 6 weeks of a performance and payment has not been made, you will still be held financially responsible for seats reserved by your Purchase Order.

Special Arrangements: If you need special arrangements to help your trip to Clowes Memorial Hall run smoothly, please contact Donna Rund (drund@butler.edu) at least **2 weeks** before the event.

Waiting List: If you send in a registration for a performance that is already sold out, you will be notified that your group has been placed on a waiting list. If seating becomes available, groups will be contacted in the order in which their registration was received. At that time, immediate confirmation of your desire to attend, along with payment in full, is required, or seats will be offered to the next wait-listed group.

Clowes Education Registration Procedures

A. REGISTRATION FORM: Complete **BOTH** sides of the Registration Form (pp. 9 & 10). Retain a copy for your records. Incomplete forms without payment information will not be processed.

B. PAYMENT PROCEDURES: To reserve seats for your group, registrations must be accompanied by payment in full, with a **check or credit card**, or with a **Purchase Order**. Purchase Orders must be paid by the due date listed on page 10 of the Registration Form (6 weeks before the event) or reserved seats will be released. Timely payment of Purchase Orders is the responsibility of the applicant; Clowes Hall does NOT invoice your school at the time payment is due. Registrations placed within 6 weeks of an event (last-minute registrations) require immediate payment.

C. THERE ARE TWO WAYS TO REGISTER:

1) **BY MAIL:** Registrations by mail must include payment information: **check, credit card, or a Purchase Order.**

Mail to: **Clowes Memorial Hall
Education Department
4602 Sunset Avenue
Indianapolis, IN 46208-3485**

2) **BY FAX:** Registrations by fax must include a copy of a **Purchase Order** or a **credit card number.**

Fax to: **(317) 940-8456**

Sorry, registrations cannot be accepted by telephone.

D. CONFIRMATION: The name listed as the "Contact Person" will receive by mail an Invoice/Confirmation Form within 2 weeks of receipt of your registration that confirms your registration. The Contact Person is responsible for seeing that payment is processed and mailed by the due date. If you do not receive confirmation of your registration within 2 weeks, please contact us by e-mail (drund@butler.edu). Clowes Education Department cannot be held responsible for illegible faxes or correspondence lost in the mail.

E. MATERIALS: The name listed as "Contact Person" will receive information about parking and arrival, guidelines for teachers, Matinee Manners and Clowes Sheets (student study guides) for each paid student. The Contact Person is responsible for distributing materials to students, other teachers, bus drivers and chaperones in the group. Materials will arrive approximately 3-4 weeks prior to the performance or after full payment has been received.



Registration Form 2009-2010

Clowes Memorial Hall School Matinee Series

Mail with **FULL PAYMENT** or **PURCHASE ORDER** to:
Clowes Memorial Hall, Education Department
4602 Sunset Ave., Indianapolis, IN 46208-3485
Or fax to: (317) 940-8456

1. Information

School _____

Contact Person _____

REQUIRED

(Important for emergency communication)

Contact Person's Email _____

Contact Person's Phone Number (Home or cell) _____

County _____ School District _____

Address _____

City _____ State/Zip Code _____

Principal _____

School Phone _____

School Fax _____

Please indicate:

Public Private Parochial Homeschool

State Charter Other _____

Please indicate the grade level(s) of the students attending.

Pre-K K 1 2 3 4 5

6 7 8 9 10 11 12

Other _____

Parking: Approximate number of buses _____

Approximate number of vehicles _____

I have read and accept the policies explained on page 8.

Please initial _____

Retain a copy for your records. Complete both sides of this form.

(Over)

2. Payment Information

Payment information must accompany registration; registrations without payment information will be returned.

Please make checks and Purchase Orders payable to Clowes Memorial Hall.

Enclosed:

CHECK # _____
in the amount of \$ _____

PURCHASE ORDER # _____
(A copy of the Purchase Order must be included with the registration.
A Purchase Order only holds seats until payment due date; see page 8.)
in the amount of \$ _____

Please charge my

Visa MasterCard

Discover AMEX

in the amount of \$ _____

Account # _____ Exp. Date _____

Signature of cardholder _____

Printed name of cardholder (exactly as it appears on the credit card) _____

TOTAL DUE \$

Notes: _____

3. Accessibility

Please indicate the NUMBER of students and chaperones requiring these services.

____ Wheelchair Accessible Seating

____ Audio Description*

____ Phonic Ear Assisted Listening Devices

____ Large Print Study Guides

____ American Sign Language*

____ Other (Please Specify) _____

*Only available for selected performances. See Matinee descriptions pages 2-7.
Call (317) 940-8052 for more information. Any changes in accessibility need to be made IN WRITING to Clowes Memorial Hall **two weeks** prior to the performance.

For Office Use Only:

Registration Rec'd _____ Event Code _____

Date Conf. Sent _____ #Students _____

Ck/CC# _____ #Chaperones _____

Date Pd. _____ #Pd. Adults _____

Reg. No. _____ #Sch/Cp _____

★ If you're using a Purchase Order, don't forget to mail a check 6 weeks before the event! ★

Registration Form 2009-2010

Clowes School Matinee Series



Performance	Date	Time Mark First & Second Choice	#Paid Students	Student Price	#Free Chaperones <small>See chart page 8</small>	#Additional Adults	Adult Price	Total Due	Purchase Order Payment Due
Example	Sunday 7/14/09	<u>2</u> 10 AM <u>1</u> NOON*	45	\$8	3	1	\$13	\$372	6/01/09
Lakota Sioux Dance Theatre	Thursday 9/24/09	_____ 10 AM _____ NOON**		\$8.00			\$13		9/2/09
Frindle	Wednesday 10/14/09	_____ 10 AM _____ NOON*		\$8.00			\$13		9/9/09
Tales of a Fourth Grade Nothing	Tuesday 10/27/09	_____ 10 AM _____ NOON*		\$8.00			\$13		9/30/09
Click, Clack, Moo	Thursday 10/29/09	_____ 10 AM _____ NOON*		\$8.00			\$13		9/30/09
The Amazing Musicians of Jazz	Thursday 11/12/09	_____ 10 AM†		\$8.00			\$13		10/7/09
The Nutcracker	Friday 12/04/09 Monday 12/07/09	_____ 10 AM _____ 10 AM**		\$11.00			\$15		10/28/09
Junie B. Jones	Tuesday 1/26/10	_____ 10 AM _____ NOON*		\$8.00			\$13		12/16/09
Charlotte's Web	Wednesday 1/27/10	_____ 10 AM* _____ NOON*		\$8.00			\$13		12/16/09
Freedom Train	Thursday 1/28/10	_____ 10 AM _____ NOON*		\$8.00			\$13		12/16/09
Most Valuable Player	Thursday 2/18/10	_____ 10 AM _____ NOON*		\$8.00			\$13		1/13/10
The Very Hungry Caterpillar	Tuesday 2/23/10	_____ 10 AM _____ NOON*		\$8.00			\$13		1/20/10
Seussical	Wednesday 2/24/10	_____ 10 AM _____ NOON*		\$8.00			\$13		1/20/10
Cool Drumming: Distinctive Rhythms	Thursday 2/25/10	_____ 10 AM†		\$8.00			\$13		1/20/10
A Year with Frog and Toad	Tuesday 3/2/10	_____ 10 AM _____ NOON*		\$8.00			\$13		1/20/10
The Stinky Cheese Man & Other Fairly Stupid Tales	Tuesday 3/23/10	_____ 10 AM _____ NOON*		\$8.00			\$13		2/17/10
Wow! Writing Our World!	Wednesday 3/24/10	_____ 10 AM _____ NOON*		\$8.00			\$13		2/17/10
Good Night Moon & The Runaway Bunny	Thursday 3/25/10	_____ 10 AM _____ NOON*		\$8.00			\$13		2/17/10

* Denotes American Sign Language (ASL) and Audio Described (AD) Performances
 † Denotes ASL ONLY
 ** Denotes AD ONLY

TOTAL DUE \$

**Retain a copy for your records.
 Complete both sides of this form.
 (Over)**