

RESERVATION PROCESS

1. Email melanie@paramountartscenter.com with the following information:

Name of show, performance time, teacher name, grade level, school, school mailing address, email address, phone number, number of students, number of adults and any special seating requirements you may have.

2. Fill out the registration form in this book and mail or fax it to the Paramount Arts Center.

After we receive and process your reservation request, we will send you a confirmation email. If you DO NOT receive a confirmation please contact our office to make sure your request was received.

- If you have parents that wish to attend the performance you should include their number with your adults when you make the reservation, otherwise seating with your group may not be possible.
- Please make sure that your students' special needs have been noted on either the reservation form or your email request. It is critical for our staff to have advance notice of access issues or any other special needs.
- Please do not combine multiple classes into one reservation. Each teacher should have a separate reservation.
- The Paramount will sponsor 1 teacher or aide for every 15 students. Parents and other chaperones are welcome, but must pay admission. Invoices will be sent to each teacher before a scheduled performance.
- Seating is limited. If you need to change your seat count, please do so as far in advance as possible in writing. If you need to decrease your seating, you must do so no later than two weeks before the performance. Should any group exceed the amount of seats it has reserved, we cannot guarantee that the entire group will be seated together.
- Payments may be made in advance by check, cash, credit card or purchase order. We will also accept payment at the door.
- All checks and purchase orders should be made payable to the PAC. If you are paying with cash, please make sure that it is clearly labeled with the school name, teacher name and amount enclosed.
- Cancellations: If you must cancel, please notify the Paramount in writing no later than 3 weeks before the performance.
- Refunds will only be issued if your school was not in session the day of the show or transportation is unavailable due to inclement weather. "No shows" will be expected to pay. If you fail to comply, future reservations will require payment 30 days in advance.
- Bus procedures: Plan to arrive at the theatre 30 minutes in advance. A Paramount volunteer will give you instructions and lead you into the theatre. After the performance, your group will be called to exit the theatre in the order of the busses.
- Access Services: All performances are wheelchair accessible; a sign language interpreter can be provided for most performances with two weeks notification. Please let us know you will need these services at the time you make your reservation. Schools are always welcome to bring their own sign language interpreter.

The Paramount believes every child, regardless of economic situation, should have the opportunity to join his or her classmates for a performance at the Paramount. To apply for scholarships please contact the education department at 606.324.3175 ext. 311.