



OAK RIDGE JUNIOR PLAYHOUSE

School Group Reservation Instruction Sheet

2009-2010

Thank you for selecting Oak Ridge Junior Playhouse productions as field trip opportunities for your school group or organization. Please read this sheet carefully and follow the guidelines for making your reservations.

1. Determine which production(s) you wish to attend. Each production has its own reservation form included. This season's offerings are:

HANSEL AND GRETEL – OCTOBER 1 & 2, 2009

Who could resist a house made of candy? Reliable Hansel and spoiled Gretel take a bite (or two) in this fresh retelling of the classic fairy tale. Captured by the evil witch until their debts are paid off, the two siblings soon discover that the enchanted cottage has many surprises in store. *(Approx. 1 hour)*

WILLY WONKA – DECEMBER 1, 2, & 3, 2009

Little Charlie Bucket finds the golden ticket that gains him entry into the factory of Willy Wonka, the world famous candy man who is on a quest to find a heir. This new adaptation, drawn from the classic family film, explodes on the stage and features popular songs from the original score like "Pure Imagination" and "The Candy Man." *(Approx. 1 ½ hour with stretch break.)*

ALADDIN – JANUARY 21 & 22, 2010

Aladdin is inconsiderate toward his poor mother, rude to authority, and generally ill mannered. But a powerful genie, fiercely sought by an evil-hearted sorcerer, gives Aladdin the chance to rise above himself, to dare great things – even to win the hand of a princess. *(Approx. 1 hour)*

TOM SAWYER – FEBRUARY 18 & 19, 2010

Tom Sawyer is a force of nature – whether he's sneaking out of his Aunt Polly's house at night to visit the graveyard; duping his playmates into white-washing a fence; stealing a kiss from the ravishing Becky Thatcher; or taking a stand against the murderous Injun Joe. Tom's small town adventures come alive in this charming and humorous adaptation. *(Approx. 1 hour)*

2. Completely fill out your contact information on the upper portion of the reservation form. Incomplete forms will be returned.
3. On form, indicate preferences as to which performance you wish to attend. **Strike through any performances you absolutely can not attend.** Every effort will be made to fulfill your request, but in some cases we may have to offer an alternate performance.
4. Fill in seating request portion of form. List the number of students you wish to book. Also, please indicate the number of chaperones at a ratio of 1 free per 8 students and the number of paying adults that do not fit within the ratio. When booking please be realistic with your numbers. Try not to heavily over book. We realize that it can be difficult to predict class size at the time of the event, but over-booking can cause other groups to be denied reservations due to lack of space. Also, please make sure anyone attending has booked with your group. We are unable to accommodate walk-in patrons.
5. Fill in the amount of your payment and indicate your balance, if any. Groups of 15 or more **students** require a \$50 deposit submitted with reservation request. Groups of 14 or fewer **students** require full payment submitted with request. Groups must include a minimum of **twelve students** to book. Multiple classes/grades from the same school booking the same performance date/time may submit only one deposit. **NO ONE UNDER THE AGE OF THREE (3) ADMITTED.**
6. Mark the check box acknowledging that you have read this page. Unchecked forms will not be processed.
7. Make a copy of the completed form for your records.
8. Mail the completed form(s), along with deposit/ payment to OAK RIDGE JR. PLAYHOUSE, P.O. BOX 5705, OAK RIDGE, TN 37831. **Do not write in or fill in the lower portion of your form(s).** Reservation forms that do not include deposit / payment will not be processed. **CHECKS ONLY, PLEASE.**

What Next?

1. After we process your reservations, you will receive a confirmation and receipt. To accept your booking, keep the receipt and return your completed confirmation with any changes or cancellations clearly marked by the indicated due date. Confirmation and any changes and/or cancellations in my reservations must be made by the due date or you will forfeit the deposit and be responsible for payment of the balance indicated.

Attending The Show

2. Please try to have your group arrive at the Playhouse by 15 minutes before the performance. School groups on buses should have their drivers unload at the Playhouse entrance then park **across the street** in the parking areas. Please do not park buses in Jackson Square. Groups arriving in cars should also park in the parking area **across the street** from Jackson Square. This is to allow ample parking for patrons of other Jackson Square businesses. Also, groups arriving in multiple vehicles should gather their **entire group outside the theatre** before filing in to be seated.
3. Group leaders should check in at the box office counter at the lobby and pay the balance, if any, on their booking. Balances must be **paid by check only.** Groups will be seated by block seating according to grade level. An entire group will be seated at one time. Anyone attending with a group **MUST** have prepaid **through their group.** We are unable to accommodate walk-in patrons. **PLEASE MAKE SURE VISITING PARENTS ARE BOOKED WITH YOUR GROUP.** As groups are seated, please make sure adults are seated at the ends of rows to allow good sight lines for the students.
4. **NO ONE UNDER THE AGE OF THREE (3) ADMITTED**
5. The Playhouse does not have space available for the parking of strollers, child-carriers, or facilities to plug in maternal devices.



OAK RIDGE JUNIOR PLAYHOUSE
School Group Reservation Form

PLEASE FILL OUT FORM COMPLETELY AND MAIL TO:
Oak Ridge Junior Playhouse, P.O. Box 5705, Oak Ridge, TN 37831-5705
Incomplete forms will be returned. NO PHONE RESERVATIONS ACCEPTED.

PRODUCTION: WILLY WONKA

SCHOOL:

GRADE:

ADDRESS:

CITY:

STATE:

ZIP:

TEACHER / LEADER:

E-MAIL:

SCHOOL PHONE:

FAX:

HOME PHONE:

SELECT A PERFORMANCE DATE/TIME:

Indicate preference with a "1" next to your first choice and a "2" next to your second choice. Strike through any performance you absolutely can not attend.

TUE Dec 1, 2009 9:00 AM _____

11:15 AM _____

WED Dec 2, 2009 9:00 AM _____

11:15 AM _____

THU Dec 3, 2009 9:00 AM _____

*NOTE: Every effort will be made to provide you with your first choice, but be aware that sometimes slots fill very quickly and an alternate choice may be offered.

REQUEST SEATING:

All seating will be assigned in group blocks. Groups of 15 or more **students** require a \$50 deposit submitted with reservation request*. Groups of 14 or fewer **students** require full payment submitted with request. Group minimum: 12 **students**. **One (1) adult chaperone per eight (8) students** will be admitted free. All other adults must pay.

#students _____ @ \$6.00 = \$ _____

free adults _____ @ \$0.00 = \$ 0.00

paid adults _____ @ \$12.00 = \$ _____

TOTAL SEATS _____ **TOTAL COST \$** _____

DEPOSIT/PAYMENT \$ _____

BALANCE DUE \$ _____

*Multiple classes/grades from the same school booking the same performance date/time may submit only one deposit. NO ONE UNDER THE AGE OF THREE (3) ADMITTED.

By checking here, I acknowledge that I have read the instruction sheet and understand the terms and conditions by which reservations can be made and also understand that confirmation and any changes and/or cancellations in my reservations must be made by **November 16, 2009** or I will forfeit my deposit and be responsible for payment of the balance indicated above.

Signed _____ Date _____

*****DO NOT FILL IN BELOW - DO NOT FILL IN BELOW- DO NOT FILL IN BELOW- DO NOT FILL IN BELOW- DO NOT FILL IN BELOW- DO NOT FILL IN BELOW*****



OAK RIDGE JUNIOR PLAYHOUSE
Confirmation for "Willy Wonka"

PERFORMANCE: _____ at _____

SCHOOL / LEADER:

GRADE:

I wish to **confirm** reservations for:

#students _____ @ \$6.00 = \$ _____

free adults _____ @ \$0.00 = \$ 0.00

paid adults _____ @ \$12.00 = \$ _____

total seats _____ **total cost \$** _____

I wish to **change*** reservations to:

#students _____ @ \$6.00 = \$ _____

free adults _____ @ \$0.00 = \$ 0.00

paid adults _____ @ \$12.00 = \$ _____

total seats _____ **total cost \$** _____

I wish to **cancel** my reservations*

*Changes and/or cancellations must be postmarked by **November 16, 2009**. MAY NOT BE DONE BY TELEPHONE

DEPOSIT/PAYMENT

\$ _____

BALANCE DUE

\$ _____



RECEIPT

DATE:

RECEIVED FROM _____

\$ _____

DOLLARS

FOR _____

BY _____



OAK RIDGE JUNIOR PLAYHOUSE
School Group Reservation Form

PLEASE FILL OUT FORM COMPLETELY AND MAIL TO:
Oak Ridge Junior Playhouse, P.O. Box 5705, Oak Ridge, TN 37831-5705
Incomplete forms will be returned. NO PHONE RESERVATIONS ACCEPTED.

PRODUCTION: ALADDIN

SCHOOL:

GRADE:

ADDRESS:

CITY:

STATE:

ZIP:

TEACHER / LEADER:

E-MAIL:

SCHOOL PHONE:

FAX:

HOME PHONE:

SELECT A PERFORMANCE DATE/TIME:

Indicate preference with a "1" next to your first choice and a "2" next to your second choice. Strike through any performance you absolutely can not attend.

THU JAN 21, 2010 9:00 AM _____

10:30 AM _____

FRI JAN 22, 2010 10:30 AM _____

12:30 PM _____

*NOTE: Every effort will be made to provide you with your first choice, but be aware that sometimes slots fill very quickly and an alternate choice may be offered.

REQUEST SEATING:

All seating will be assigned in group blocks. Groups of 15 or more **students** require a \$50 deposit submitted with reservation request*. Groups of 14 or fewer **students** require full payment submitted with request. Group minimum: 12 **students**. **One (1) adult chaperone per eight (8) students** will be admitted free. All other adults must pay.

#students _____ @ \$5.00 = \$ _____

free adults _____ @ \$0.00 = \$ 0.00

paid adults _____ @ \$ 8.00 = \$ _____

TOTAL SEATS _____ **TOTAL COST \$** _____

DEPOSIT/PAYMENT \$ _____

BALANCE DUE \$ _____

*Multiple classes/grades from the same school booking the same performance date/time may submit only one deposit. NO ONE UNDER THE AGE OF THREE (3) ADMITTED.

By checking here, I acknowledge that I have read the instruction sheet and understand the terms and conditions by which reservations can be made and also understand that confirmation and any changes and/or cancellations in my reservations must be made by **January 8, 2010** or I will forfeit my deposit and be responsible for payment of the balance indicated above.

Signed _____ Date _____

*****DO NOT FILL IN BELOW - DO NOT FILL IN BELOW- DO NOT FILL IN BELOW- DO NOT FILL IN BELOW- DO NOT FILL IN BELOW- DO NOT FILL IN BELOW*****



OAK RIDGE JUNIOR PLAYHOUSE
Confirmation Form "Aladdin"

PERFORMANCE: _____ at _____

SCHOOL / LEADER:

GRADE:

I wish to **confirm** reservations for:

#students _____ @ \$5.00 = \$ _____

free adults _____ @ \$0.00 = \$ 0.00

paid adults _____ @ \$8.00 = \$ _____

total seats _____ **total cost \$** _____

I wish to **change*** reservations to:

#students _____ @ \$5.00 = \$ _____

free adults _____ @ \$0.00 = \$ 0.00

paid adults _____ @ \$8.00 = \$ _____

total seats _____ **total cost \$** _____

I wish to **cancel** my reservations*

*Changes and/or cancellations must be postmarked by **January 8, 2010**. MAY NOT BE DONE BY TELEPHONE

DEPOSIT/PAYMENT

\$ _____

BALANCE DUE

\$ _____



RECEIPT

DATE:

RECEIVED FROM _____

\$ _____

DOLLARS

FOR _____

BY _____



OAK RIDGE JUNIOR PLAYHOUSE
School Group Reservation Form

PLEASE FILL OUT FORM COMPLETELY AND MAIL TO:
Oak Ridge Junior Playhouse, P.O. Box 5705, Oak Ridge, TN 37831-5705
Incomplete forms will be returned. NO PHONE RESERVATIONS ACCEPTED.

PRODUCTION: TOM SAWYER

SCHOOL:

GRADE:

ADDRESS:

CITY:

STATE:

ZIP:

TEACHER / LEADER:

E-MAIL:

SCHOOL PHONE:

FAX:

HOME PHONE:

SELECT A PERFORMANCE DATE/TIME:

Indicate preference with a "1" next to your first choice and a "2" next to your second choice. Strike through any performance you absolutely can not attend.

THU FEB 18, 2010 9:00 AM _____

10:30 AM _____

FRI FEB 19, 2010 10:30 AM _____

12:30 PM _____

*NOTE: Every effort will be made to provide you with your first choice, but be aware that sometimes slots fill very quickly and an alternate choice may be offered.

REQUEST SEATING:

All seating will be assigned in group blocks. Groups of 15 or more **students** require a \$50 deposit submitted with reservation request*. Groups of 14 or fewer **students** require full payment submitted with request. Group minimum: 12 **students**. **One (1) adult chaperone per eight (8) students** will be admitted free. All other adults must pay.

#students _____ @ \$5.00 = \$ _____

free adults _____ @ \$0.00 = \$ 0.00

paid adults _____ @ \$ 8.00 = \$ _____

TOTAL SEATS _____ **TOTAL COST \$** _____

DEPOSIT/PAYMENT \$ _____

BALANCE DUE \$ _____

*Multiple classes/grades from the same school booking the same performance date/time may submit only one deposit. NO ONE UNDER THE AGE OF THREE (3) ADMITTED.

By checking here, I acknowledge that I have read the instruction sheet and understand the terms and conditions by which reservations can be made and also understand that confirmation and any changes and/or cancellations in my reservations must be made by **February 5, 2010** or I will forfeit my deposit and be responsible for payment of the balance indicated above.

Signed _____ Date _____

*****DO NOT FILL IN BELOW - DO NOT FILL IN BELOW- DO NOT FILL IN BELOW- DO NOT FILL IN BELOW- DO NOT FILL IN BELOW- DO NOT FILL IN BELOW*****



OAK RIDGE JUNIOR PLAYHOUSE
Confirmation Form "Tom Sawyer"

PERFORMANCE: at

SCHOOL / LEADER:

GRADE:

I wish to **confirm** reservations for:

#students _____ @ \$5.00 = \$ _____

free adults _____ @ \$0.00 = \$ 0.00

paid adults _____ @ \$8.00 = \$ _____

total seats _____ **total cost \$** _____

I wish to **change*** reservations to:

#students _____ @ \$5.00 = \$ _____

free adults _____ @ \$0.00 = \$ 0.00

paid adults _____ @ \$8.00 = \$ _____

total seats _____ **total cost \$** _____

I wish to **cancel** my reservations*

*Changes and/or cancellations must be postmarked by **February 5, 2010**. MAY NOT BE DONE BY TELEPHONE

DEPOSIT/PAYMENT

\$ _____

BALANCE DUE

\$ _____



RECEIPT

DATE:

RECEIVED FROM

\$

DOLLARS

FOR

BY