



Group Services Policies & Procedures

To Reserve Seats:

Seats may be reserved by faxing your group order form to 480-965-3583 or calling Group Services at 480-965-6678. Once tickets are reserved, Group Services will fax or mail a contract/invoice that details your seat locations, deposit total, payment total, and deadlines.

25% Deposit:

Within 2 weeks of reserving your seats, a 25% non-refundable, non-transferrable deposit must be paid. If a deposit is not paid within this time, seats will be released. Some shows require a 50% deposit.

Service Fees:

The following fees are part of the advertised ticket price:

Facility Fee - \$4.00 per ticket

Service Fee - \$2.00 per ticket

Payment:

Accepted forms of payment include: check, cash, Visa, MasterCard, American Express, Discover, and purchase orders.

Orders and payments may be made by mail, fax, phone or in-person. If you wish to place an order or make final payment in person, please schedule an appointment so someone can be available to help you.

Printing Tickets:

Tickets will only be printed upon final payment. There are no exceptions.

Changing the Order:

Tickets may be added to an order at any time, based on availability. Once the original order has been paid and tickets have been printed, all additional tickets must be paid-in-full at the time of order.

Reductions from the original order should not be made by more than 20% once a deposit has been made. Groups should reserve only the amount of tickets that can be confirmed and paid-in-full.

Cancellation/Refund Policy:

All payments, including deposits, are not refundable and not transferable to other shows. Tickets cannot be exchanged.

Special & Promotional Offers:

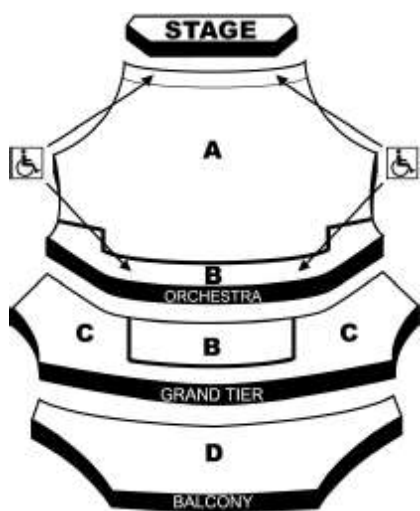
Sometimes special and promotional offers are available to groups including: additional discounts for groups of 50 or more, weekday matinee performances for seniors and students, early bird specials, etc. Please call Group Services for details.

Seating:

Group seating is based on availability and orders will be processed in the order in which they are received.

Note: The seating arrangement at Gammage is continental seating, which means that the seats that are together are numbered every other seat, either odds or evens. Seats 1 and 2 are the very center seats in the auditorium, with everything left of center being odd (3,5,7,etc.) and right of center being even (2,4,6,etc.). The lower the seat number, the more centrally it is located.

Please keep a list of the seats assigned to each member of your group, in case tickets are lost.



Parking:

Parking brochures are available online at www.asugammage.com/parking. Parking information can also be accessed by calling 480-965-PARK. Parking attendants are present at all shows and will direct buses where to drop off. Buses must turn their engines off while parked.

ASU Gammage Group Services
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Phone: 480-965-6678 Fax: 480-965-3583
www.asugammage.com/groups