

GROUP ORDER FORM FOR THEATRE TICKETS

For Groups of 10 or more

PERFORMANCE DATE and TIME: _____

CONTACT NAME:	
ORGANIZATION:	
ADDRESS:	
CITY/STATE/ZIP:	
TELEPHONE (DAY):	
EMAIL:	

TICKET PRICES:

Weekdays (Tues, Wed, Thurs)	\$55
Weekends (Fri, Sat, Sun)	\$65
Premium Seating	\$80

NUMBER OF TICKETS: _____ @ \$ _____
TOTAL AMOUNT DUE: _____

Please make checks for group tickets payable to:

Mailing address:

“Helen Hayes Theater”

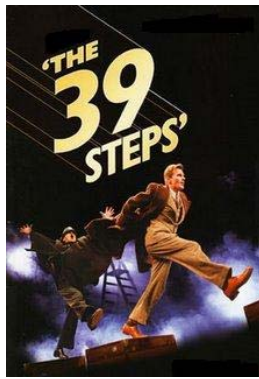
The 39 Steps

Attn: Jennifer Isaacson

729 Seventh Ave, 12th Floor

New York, NY 10019

If you have any questions, please email Jennifer at jisaacson@rfpny.com or call 212.302.0273



SCHEDULE

Performance Schedule: Tuesdays at 7pm
 Wednesday s 2pm and 8pm
 Thursdays and Fridays at 8pm
 Saturdays at 2pm and 8pm
 Sundays at 3pm

** Performance schedule and group prices are subject to change without notice*

For more information, call us at 212.302.0273 or email jisaacson@rfpny.com

PAYMENT DEADLINES:

Group Sales Orders: All subsequent discount and regular group price group sales orders must be paid in full three (3) weeks following the date of confirmation. You may add one additional week to the three (3) week deadline for payment for each four (4) week period between the confirmation date and the date of performance. However if the group order is for the performance date less than one (1) month in advance of the confirmation date, full payment is due within three (3) business days after the date of confirmation. For group orders please follow The Shubert Organization's "Guidelines For Group Sales" memo dated November 17, 2003, and note that if a group qualifies, the "Extended Payment Plan" can apply.

Theatre Party Orders: All subsequent orders must have signed contract and one-third (1/3) deposit no later than ten (10) business days following the date of confirmation. Final payment must be received no later than eight weeks prior to the date of performance. For theatre party bookings please follow The Shubert Organization's "Guidelines For Theatre Party Contracts" memo dated November 17, 2003. All Theatre Party contracts must be accompanied 501C3 certificate.