

WILLIAMSTOWN THEATRE FESTIVAL 2010 SEASON

JUNE 23 - AUGUST 22

Dear Group Coordinators:

Information about our upcoming season is enclosed. If you would like to place a group order for the 2010 season, please use the enclosed form. If ordering for multiple dates, please photocopy the order form for each date. We look forward to welcoming you to WTF this summer.

Williamstown Theatre Festival Group Ticket Sales Policy

- Group orders may be placed for any Main Stage or Nikos Stage performance. Discounts are outlined on the group calendars enclosed.
- Tickets in the Second Balcony are \$25 for plays and \$30 for musicals. No further discount is available for these seats.
- A Group Sales Representative will contact you in late May to confirm the details of your order. If confirmed, a contract will be issued in early June. PAYMENT IN FULL is due two weeks after the contract has been issued.
- You may cancel a full order or part of an order until three weeks prior to the performance date and receive a full refund.
- If you cancel a full order less than three weeks prior to the performance you will receive no refund. Cancellation of part of an order less than two weeks prior to the performance will be subject to a service charge of \$10 per ticket. Any cancelled tickets must be surrendered.
- Exchanges may be made subject to availability and with payment of a \$3 per-ticket exchange fee, as well as any applicable ticket upgrade/higher price fees.
- Additions to the group may be made any time - SUBJECT TO AVAILABILITY.
- Tickets will be held at the Box Office unless other arrangements are made. We will not mail tickets, but will FedEx them for an additional \$18. If you prefer, you can provide us with your FedEx account number.
- The Main Stage is a multi-level 512-seat theatre. Groups will be assigned the best available seats, in the order in which the group sales requests were received. It is possible that the available seats will not be on the main orchestra level. There are elevators to the balconies.
- Group sales for the Nikos Stage will be filled after our pre-season mail orders. Tickets are regular price and are based on availability. The Box Office staff will be happy to discuss options with you when they contact you in late May.
- PROGRAM, DATES AND CASTING SUBJECT TO CHANGE.

Please send your completed order form(s) to:

**Group Sales – Lisa Bender
Williamstown Theatre Festival
PO Box 517
Williamstown MA 01267-0517**

OR
lbender@wtfestival.org
FAX: 413.597.4962