

Student Matinee Ticket Policies

PLEASE MAKE SURE THAT YOU HAVE READ THROUGH ALL POLICIES COMPLETELY.

- Reservations are required for all student matinee performances. Please submit the online form to book.
- Everyone entering the theater must have a ticket, including all teachers and parent chaperones. The theater does not allow children under the age of 3 (including sleeping babies) into the theater. Chaperones will be asked to remain in the lobby with any underage children for the duration of the performance.
- Student matinee performances are not public performances. All tickets (including accompanying parents) must be arranged through the School/Group/Home School. Individual tickets are not available for these performances. Please do not ask parents to call the theater.
- Submission of the online booking form is NOT a guarantee of your order. A representative from the Hobby Center will contact you to confirm your order within five (5) business days.
- Parent chaperones and students that attend are the responsibility of the school. Any problems that may arise will be addressed to the school representative only. It will be up to the school representative to deal with his or her own chaperones and students.
- **Cancellation Policy** – If a school has to cancel their reservation, they must do so at least two (2) weeks prior to the performance. If a school is a no call/no show for their assigned performance, they shall not be allowed to participate in the following school year's Discovery Series programming.

Busing Reimbursement Policies

In order to get your busing costs reimbursed, you must follow these steps:

HISD:

- When you request buses, you must do so using the HISD Fine Arts codes.
- Transportation will bill Fine Arts, who will send an invoice to HCPA after the performance. This ensures that the funds for the bus will be billed to HISD and not your individual school.
- If you do NOT use the Fine Arts code, you will have to cover the cost of your busing on your own.

Non-HISD

- Please send all busing invoices to donna@thehobbycenter.org within 60 days after your performance. After that time, you will not be eligible to reimburse your transportation costs.

Instructions for invoicing can be found on the next page of this document.

Bus Reimbursement Instructions

In order for us to process payment for bus reimbursements we do require that you submit an official invoice on **school letter head** which includes the following information:

- Invoice Date
- Invoice Number
- Date of Field Trip(s)
- Performance Title
- Total Amount Due
- Number of Buses
- Cost per bus
 - Please include any backup itemized information and explanation of cost per bus that you may have. If the transportation was not charged by the number of buses then we will need an explanation of how the cost was calculated.
Example: HISD charges
\$200 per bus (4 hours or less)
Additional hours over minimum \$50/hr/bus
Cancellation Fee \$25/bus
Trip Changes (One change allowed at no cost) \$25/bus
- Who the check should be made payable to with address
- Contact information of the person(s) responsible for invoicing and receiving payments

Please note that ALL invoices must be received no later than 60 days after the field trip and bus services are rendered. If invoices are not received within 60 days then the Hobby Center's agreement to reimburse transportation cost becomes null and void.

Sincerely,

Donna Lutek
*Audience and Accessibility
Services Coordinator*

Donna Lutek
donna@thehobbycenter.org
Phone: 713-315-2510

Hobby Center for the Performing Arts
800 Bagby, Suite 300
Houston, Texas 77002



SAMPLE INVOICE

(School letterhead)

Invoice Date: _____

Invoice #: _____ (If you do not have an invoice # please create one.)

For busing to the Hobby Center on date(s): _____ for a field trip to see
(performance title) _____

Total Amount Due: _____

Number of Buses: _____

Cost Per Bus*: _____

*If the transportation was not charged by the number of buses but by mile or time then we will need an explanation of how that cost was calculated. (ie. Cost per mile and # of miles)

Make Check Payable to:

Business Name _____

Business Address _____

Attn: _____

Contact Information:

School Principal Name: _____

E-mail Address: _____

School Secretary Name**: _____

Phone Number: _____

E-mail Address: _____

**** School Secretary or Person responsible for invoicing and receiving payments**

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