

**East Arkansas Community College Fine Arts Center**  
**2024-2025 School Series**  
**Reservation Form**

*Please email completed form to njones@eacc.edu*  
*EACC Fine Arts Center / 1700 Newcastle Drive / Forrest City, AR 72335*

TODAY'S DATE \_\_\_\_\_

NAME OF SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ WORK PHONE # \_\_\_\_\_

E-MAIL \_\_\_\_\_ FAX \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

**The Pout-Pout Fish**  
**Friday, November 22, 2024**  
**10:00 am**  
*Recommended for Pre K-4<sup>th</sup>*

**Moon Mouse: A Space Odyssey**  
**Tuesday, February 18, 2024**  
**10:00 am**  
*Recommended for Pre K-6<sup>th</sup>*

**Students / Teachers / Chaperones - \$5.00 each**

**Number of Students** \_\_\_\_\_

**Total Amount Due** \_\_\_\_\_

**EACC FINE ARTS CENTER / SCHOOL SERIES**  
**POLICIES & GUIDELINES**

Seats are reserved in blocks according to school/group – tickets are not mailed. Please inform us if anyone in your party has special needs, such as wheelchair seating or listening devices.

- **PAYMENT:** This reservation also serves as your invoice. Payment in full must be received **10 days prior to performance**. EACC accepts purchase orders, cash, checks, and credit cards. Payment due is based on the number of seats reserved, NOT the number of students who attend that day. Please contact our office with any changes to your reservation at least 10 days prior to performance. Since many shows sell out, please do not bring more students than specified in reservation without making prior arrangements. Reservations not paid within 10 days of show will be made available to other parties.
- **CANCELLATION & REFUND:** Unused reservations will not be issued refunds. If EACC cancels a production, full refunds or alternate dates will be given.
- **INCLEMENT WEATHER:** If a school district closes due to inclement weather, a refund or alternate date will be offered. There are no refunds given if the district is open and a school chooses not to attend.
- **LATE ARRIVAL:** EACC's policy is to start every performance on time as scheduled. We CANNOT hold shows for late arrivals; therefore it is recommended that audiences plan to arrive at least 15 minutes prior to show start time. We cannot be responsible for student transportation delays, and cannot guarantee that patrons will be allowed entry to the theater once the performance has begun. There are no refunds given for late arrivals.

**I have read and agree to the terms as stated above.**

Signature \_\_\_\_\_

Date \_\_\_\_\_