

STUDENT MATINEE RESERVATION POLICIES AND PROCEDURES

ADMISSIONS

Weekday performances are at 10:30 am and require a 15-minute minimum arrival time before the start time.

GALita	(Shows for ages 5 and up)	\$10/individual
Mainstage	(Shows for 10 and up, might vary by show)	\$15/individual

Your experience includes:

15 minutes post-performance discussion centered on the students' viewing experience.

Study guides with information on the play, synopsis, themes, history, supplemental materials, and activities for the classroom. Available [here](#) four weeks before the first matinee.

Complimentary Tickets for Teachers, **for every 20 student tickets** purchased you will receive **one free Educator**.

***Because we love our teachers! upon full payment, teachers on the reservation will receive one free complimentary admission to an evening or weekend show (excludes Noche de GALA). Email education@galatheatre.org for reservation and availability.

RESERVATION FORMS

Please have all [permissions and paperwork cleared per your school or county regulations](#) before making the reservation. Reservations are required in advance and are processed on a first-come basis.

To check **seat availability**, please visit the [student matinee webpage](#) scroll to the [events calendar](#) and click on your preferred date.

Everyone who enters the theatre as part of your group must be included in the reservation. All parents, guardians, bus drivers, aides, and/or chaperones tickets must be arranged through the teacher or individuals who make the reservation.

RESERVATION INVOICING AND PAYMENT

Forms will be processed within five business days and you will receive an email confirmation with an invoice. This is not a guarantee that the reservation has been made. **A reservation is guaranteed upon full payment of the amount indicated in the invoice.**

Non-refundable deposits are required within 10 business days from the date of invoice receipt.

Group of 20-49	10% deposit	Group of 100-199	20% deposit
Group of 50-99	15% deposit	Group of +200	40% deposit

All sales are final.

Final payments and seat count are due a minimum of three weeks before the performance, seats may be released if full payment is not received by this date, additionally, we may ask for payment before the three-week deadline, if there is great demand. You will receive courtesy emails about your commitment. The number of tickets reserved cannot be reduced after the three-week deadline has passed, however, you may request additional seats, depending on availability.

PAYMENTS

By check:

Before sending the check provide a picture/scan of the check. Include the date it is mailed.

Payable to **GALA Hispanic Theatre**

Send to **ATTN: Education Department**

2437 15th St NW, Washington DC 2009

(Please include a copy of the invoice)

Card payments:

Processed via phone by calling 202-234-7174 or 202-750-0610

There is a \$4 processing fee (processing fee will be charged only once if paying the deposit and balance by card)

REFUNDS AND EXCHANGES

Requests for refunds or exchanges will be honored only if an event is canceled by GALA Hispanic Theatre. In addition, no refunds or credits will be made for seats not used on the day of the performance for any reason.

All sales are final.

ACCESSIBILITY AND ACCOMMODATION

Please describe your accommodation request on your reservation form. We offer surtitles for each main stage show and have wheelchair-accessible access to the theatre.

One-on-one aides for students will receive complimentary admission to the show, please indicate in your reservation form.

We offer plain-text study guides upon request.

AT THE PERFORMANCE

Student matinee programming follows the guidelines set forth by the CDC. Masks are optional regardless of vaccination status.

The theatre does not allow food, beverage, gum, or candy.

Recording or taking photos during the performance is strictly prohibited.

Please ensure that all cell phones are off and put away before entering the theatre.

Please go over theatre etiquette with your students before arriving at the theatre.

We look forward to welcoming you to the theatre!

Please email or call with any questions.

202-750-0610 // education@galatheatre.org