



THE SHOJI TABUCHI SHOW

GROUP POLICIES

GROUP REQUIREMENTS

The Shoji Tabuchi Show classifies a group as fifteen (15) or more paying adults.
Complimentary tickets for drivers and/ or escorts do not count towards a groups minimum count.

RESERVATIONS

Reservation requests can be submitted via phone, fax, or email.

- PHONE (417) 334-7401 | 1 (800) 677-4022
- FAX (417) 335-8855
- EMAIL groups@shoji.com

RESERVATION REQUESTS

All reservation requests must be submitted on a standardized reservation form provided by The Shoji Tabuchi Theatre Group Sales Department.

- One (1) Group Reservation Form must be completed for EACH tour group requested.
INCOMPLETE REQUESTS MAY DELAY OUR RESPONSE.
 - Group Reservation Forms can be found online at shoji.com/groups
- **RESERVATION REQUESTS ARE BOOKED IN ORDER OF DATE REQUESTS ARE RECEIVED.**
- When reservations are made for your group, The Group Sales Department will fax, email or mail a confirmation contract to you.
- Wait listing is available for groups wishing to see The Shoji Tabuchi Show.
 - If you wish to use this service, be sure to answer YES on the Group Reservation Form. Answering NO or leaving this section of the Group Reservation Form blank, will result in notification of non-availability for your request.
 - Answering YES on the Group Reservation Form will place your group on a waiting list for the first-choice date requested and The Group Sales Department will notify you the date requested is a full performance date. If the date selected is a “No Show Date”, notice will be sent allowing selection of an alternative date/ time.



- If/ when cancellations are received, and seating becomes available The Group Sales Department will contact groups on the waiting list in the order their Group Reservation Form was received.

NOTE: Placing your request on a wait list does not guarantee a reservation confirmation.

SEAT SELECTION

The best seats available are reserved at the time of the request. *Please note any specific seating requests or seating needs on your Group Reservation Form.*

COMPLIMENTARY ADMISSION

One (1) complimentary seat for driver and one (1) complimentary seat for escort for all groups of fifteen (15) or more paying adults.

- Complimentary tickets are to be used by driver and escort ONLY, these are non-transferable.

DEPOSIT

A \$200.00 non-refundable, non-transferable, deposit is due thirty (30) days prior to show date. If your deposit is not received, your reservation is subject to cancellation.

- Any reservation that is cancelled, by either party, will not be rebooked for the same show date and time unless it is accompanied by a \$200.00 non-refundable deposit at time of new reservation.

FINAL COUNT/ FINAL PAYMENT

Final ticket count and payment are due three (3) business days prior to show date. *No exceptions.* If your final payment is not received on time, your reservation is subject to cancellation.

- If the groups final count falls below 15 paying adults, individual ticket rates will apply.
- Group final counts may not be decreased less than 72 hours prior to show date.



CANCELLATIONS/ REFUNDS

Cancellations must be made in writing at least fifteen (15) days prior to show date. After final payment is made, all group tickets are non-refundable and non-transferable. *Under no circumstances will exceptions be made for any reason for a refund.*

- Should you need to cancel a Group Reservation, please contact The Group Sales Department for a cancellation form. *The Shoji Tabuchi Theatre is not liable for payments or cancellation notices not received in our office by the specified deadlines.*

ADA SERVICES

Please notify The Shoji Tabuchi Theatre Group Sales Department at time of final count and final payment of any ADA services required.

Shoji Entertainments, Inc. reserves the right to change policies on any business conducted after implementation of change with a three (3) day prior written notification.

The Shoji Tabuchi Theatre Group Sales Department Shoji Entertainments, Inc.

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groups@shoji.com

www.shoji.com • www.ChristinaLingoTabuchi.com

