

# RAVINIA FESTIVAL 2009

## GROUP SALES TICKET REQUEST FORM



**Advance ordering is the key to good seats for your group of 20 or more.**

(To expedite your order please fax to: 847-433-8427)

- Fill out this form in its entirety and e-mail, fax or mail to the group sales department.
  - Once the group sales department is able to confirm your ticket request a contract and invoice will be sent to you.
  - A signed contract and deposit are required to guarantee tickets.
  - If you are interested in holding more than one concert date, please fill out additional ticket request forms.
- Feel free to make your own copies or contact the office to send you extra forms.

### PERFORMANCE

ONE DATE PER FORM

Date: \_\_\_\_\_

Concert: \_\_\_\_\_

### Seating preference

# of reserved seats: \_\_\_\_\_

At what price level: \_\_\_\_\_

or

# of lawn tickets: \_\_\_\_\_

### ENTERTAINING / DINING OPTIONS

#### Tent Events

- I wish to host my event in a tent

(please indicate which tent you would like to hold). A Levy catering representative will contact you with pricing and menu options.

Tent Reservation Request: \_\_\_\_\_

#### National City Bank Private Dining

- I wish to host my event in National City Bank Private Dining.

#### Lawn Parties

- I'm interested in Levy lawn catering (please check this box and a catering representative will contact you).

- A 50% non-refundable deposit of the cost of the ticket cost plus the tent rental or banquet room rental fee (when applicable) must be received within 14 days of the invoice. Reservations will be released if no deposit is made within this time period.
- A \$20 shipping and handling fee for tickets will be added to invoice.
- Groups of 40 or more with the purchase of reserved seats are eligible to host a tent or banquet reception.
- Performances that the box office deems (at their discretion) to be sold out when seat assignment occurs will require full payment within 5 business days of notification.

*Group tickets are processed in order of receipt, immediately after contributor orders are filled.  
Please note that children under 7 years of age will not be admitted to reserved seats, except for Kraft Kids concerts.*

### (Please Print)

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone (Day): \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### Group Sales Department

#### Mindy Moore

P.O. Box 896 • Highland Park, IL 60035

Phone: 847-266-5087

E-mail: groups@ravinia.org

**To expedite your order please fax to: 847-433-8427**

#### For office use only:

Date \_\_\_\_\_ ENTA

Received by \_\_\_\_\_ B.R.# \_\_\_\_\_

Access Database P.# \_\_\_\_\_

Group ID # \_\_\_\_\_