

MCINTYRE PERFORMING ARTS CENTRE  
**EDUCATIONAL SHOW POLICIES:**

**THEATRE ETIQUETTE:** Please ensure cell phones are turned off. Absolutely no flash photography and no video please. All students must be accompanied by an adult when using washroom facilities.

**CANCELLATIONS AND REFUNDS:** There are no refunds on school bookings once the deposit is submitted. Should a school need to cancel due to issues outside of their control (i.e.: weather) the consideration of a refund will be made on a case by case basis. If a performance is cancelled by The MPAC, arrangements will be made to refund the school as soon as possible.

**INCLEMENT WEATHER CANCELLATIONS:** If school buses are cancelled due to inclement weather, The McIntyre Performing Arts Centre will make every effort to reschedule the performance. If arrangements cannot be made, all fees will be refunded or credited to a future performance.

**TICKET ADJUSTMENTS:** Numbers can be adjusted (down) up to four weeks or twenty school days prior to the performance date by a maximum of 10% of total tickets requested (including comps). After this date, invoiced numbers are final and non-refundable. Please contact us if you would like to purchase additional seats and we will make every effort to accommodate your request.

**SEATING:** There are no physical tickets for performances. Classes will be seated at the discretion of the Front of House Manager. All teachers, parents and students are required to follow the instruction of the theatre staff and be seated where assigned. Every effort will be made to ensure your school is seated together.

**BUSES:** Schools are responsible for arranging their own transportation to and from the McIntyre Performing Arts Centre. Please arrange with the bus company to deliver your students to the theatre no earlier than 30 minutes prior to performance time. There is no bus parking on Mohawk College campus. Buses should **pick up students** approximately **1 hour AFTER the performance start time**. Please note that all school performances will be approximately 50-60 minutes in length (unless otherwise noted.) A campus map and busing instructions can be located on the MPAC website. Please notify us should your transportation plans or bus number change.

**Payment Policy:** Deposit of 15% due upon booking within 10 days of receipt of invoice to confirm your booking. Balance due no later than two weeks prior to the performance. MPAC reserves the right to refuse entry if the final invoice has not been paid.

**Resource Guides:** These will be provided to you when your deposit payment has been received.