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Description automatically generated

**Group Booking Form**

Customer Number (if known):

**OR**

Group Name (if applicable):  
Contact name:  
Email address:  
Contact number:  
Address:  
Would you like to be added to our group bookers mailing list?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Show | Date | Time | Number of Tickets | Stalls/Circle/Upper Circle/Balcony | Any Other Info |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please let us know if any members of your group have access needs so we can make sure your seats are suitable – for example, stalls seats are better for people with mobility issues. *It is important to let us know If you have any wheelchair users in your group so that we can book a designated wheelchair space.*

Once your booking is confirmed and paid for, would you like:

|  |  |
| --- | --- |
| Printed Tickets (Collected from Box Office) |  |
| Printed Tickets (Posted) |  |
| Seating Plan (to use instead of tickets) |  |
| Printed Tickets and Seating Plan (Collected) |  |
| Printed Tickets and Seating Plan (Posted) |  |

*Please email this completed form to* [*groupsales@everymantheatre.org.uk*](mailto:groupsales@everymantheatre.org.uk).

**Once your reservation has been confirmed we will send you an invoice, and you will have up to a month before the performance to confirm and pay for your tickets (unless otherwise agreed), you can pay via card, cash, cheque (made payable to Everyman Theatre) or BACS.**

*If you would prefer to be contacted by one of the team to discuss your booking over the phone, please let us know the best time and contact number for you and we will be in touch.*