



**2010-2011  
ACCESS CERTIFICATE  
Agreement to Participate**



This letter serves as an agreement between the Theatre Alliance of Greater Philadelphia (“Theatre Alliance”), and the Theatre Company (“Theatre”) listed below for participation in the Access Certificate Program, 2010 - 2011 season.

I understand and agree that:

- Access Certificates will be honored at: \_\_\_\_\_  
*(Theatre)*
- Access Certificates may be used like cash towards ticket purchases for accessible performances, including open-captioned, audio-described, and sign language interpreted performances.
- If Theatre uses an outside ticketing agency (e.g. TicketPhiladelphia), Theatre will ensure that said agency is aware of its participation in the Access Certificate program and will honor valid certificates. Theatre will make its own arrangements with said agency for applying payment.
- All Access Certificates expire two years from issue date. Theatre will check the expiration date when the certificate is presented. Extensions may be granted at the discretion of the Theatre Alliance staff.
- The only restrictions Theatre may apply are: 1) Access Certificates must be presented at the time of purchase and 2) in situations where change of over \$5 is required, it is up to Theatre whether to give the patron cash or a credit voucher of its own making.
- **Theatre will complete redemption information, located on the backside of the certificate, and mail original to the Theatre Alliance within 30 days of redemption for reimbursement.**
- Theatre Alliance will directly reimburse Theatre the full face value of each redeemed certificate within one week of receiving back from Theatre.
- Lost certificates will not be replaced.
- Theatre may join or withdraw from the program in writing at any time. Theatre will honor certificates issued during the time of participation, even if they are presented for redemption after Theatre has withdrawn.
- Theatres participating in this program will be given special listings on the Theatre Alliance’s Access Certificate webpage, press releases and promotional opportunities, etc.

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Contact Name (please print neatly)

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Theatre

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Contact Phone Number

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Contact Signature

Date

Please sign and return to Michelle Jacob, Membership & Ticketing Services Manager at 1616 Walnut Street, Suite 1800, Philadelphia, PA 19103 OR fax back to 215.413.7155.