



The Maryland-National Capital Park & Planning Commission (M-NCPPC)
Department of Parks and Recreation, Prince George's County
5445 Landover Road, Cheverly, MD 20784
301-277-1710 or publickplayhouse@pgparks.com

2026-2027 GROUP SALES POLICY*

- Group Reservations are not considered confirmed until you receive a confirmation email and/or invoice.
- Failure to make payment by the due date may result in your tickets being released.
- **Cancelations must be made in writing by the 'Cancel By' Date on your invoice.** If you cancel after that point, you are still responsible for payment.
- Be as accurate as possible when making a reservation. Pending availability, **numbers can be adjusted up until your Payment Due Date.** No changes can be made after that time, and you are responsible for the balance that is due.
 - *Extra tickets cannot be resold to the Box Office or on M-NCPPC property at any time.*
 - *If your reservation drops below 20 tickets, no group discounts will apply, and payment must be made immediately.*
- **Payment is due by the 'Payment Due' Date on your invoice.** Group payments must be made in advance and are not accepted on the day of the performance.
- Acceptable forms of payment are cash (in person at the box office), checks, money orders, and all major credit cards. For M-NCPPC facilities paying via internal transfer, you must provide the Internal Household Number to us when making your reservation. For Prince George's County Schools paying via Purchase Order, we must receive the PO by two weeks prior to your performance.
 - Please **make checks payable to M-NCPPC** and mail to:
Publick Playhouse
Attn: Group Sales
5445 Landover Road
Cheverly, MD 20784
- All patrons, regardless of age, must have a ticket. Every person over the age of one must have a ticket; children under the age of one may sit on parents' laps and will be issued a special ticket at no charge.
- Apart from our field trip performances for young audiences, all seating is assigned and group members must sit in the seat designated on their ticket.
- In case of a canceled performance by the Publick Playhouse, we will make best efforts to reschedule groups to another performance during the current season; otherwise, a credit or refund will be offered.
- School groups may be asked to provide proof of transportation and/or approval from the county or their principal prior to their field trip.
- Publick Playhouse reserves the right to adjust the policy & payment due dates as needed; this includes if a group has a history of not adhering to the cancel by and/or payment due deadlines listed on the invoice or if a performance is close to selling out (we will not hold tickets for a group if our ticket inventory is low).

**This policy is only for groups who reserve tickets via the Publick Playhouse Box Office and have an account in good standing; all sales are final for any groups that purchase tickets online.*

If you have any questions, please email us at publickplayhouse@pgparks.com or call our Box Office at 301-277-1710 (M-F, 9 AM to 5 PM). Thank you for your patronage & we look forward to your visit!