**BOOKING INFORMATION**

◆ HOW TO BOOK

By E-Mail : Booking is available within regular hours. Please send us booking information. (cs@ntck.or.kr)

**In-Person :** The Box Office opens 90 Minutes before the program.

◆ BOOKING CONFIRMATION - Booking confirmation becomes available one business day (of Box Office) after booking. Once the booking is confirmed, a confirmation email will be sent to you. Please leave your email address correctly for the receipt of the confirmation email.

◆ PAYMENT - Credit cards (MASTERCARD, VISA, and JCB) are accepted.

◆ CANCELLATION

◎ Cancellation and refund policy

- Cancellation or change of booking is possible until 17:00 on the previous day of the performance.

- Request for cancellation or change can be made by email.

- Cancellation or change on the performance day is not allowed.

- Partial cancellation or change of your booking is not allowed.

- If the performance is cancelled, a full refund will be made.

◎ Cancellation Fee

(1) No fees for cancellations made until 10 days prior to the event.

(2) Fee of 10 % for cancellations made between 9 days prior the event and the deadline.

(3)For the bookings made 1 day prior to the event, cancellations are available only by the deadline time on the same day.

◎ Refund Policy (For payments made with domestically issued credit cards only)

- Confirmation of cancellation takes 4-5 business days.

- As for a payment made by credit card, the entire payment is cancelled first and then the cancellation charge is applied.

- Depending on the credit card issuer’s payment cancellation policy, the confirmation and refund dates may vary.

- Contact the credit card issuer for more details.

◆ TICKET COLLECTION - You can collect your tickets at the NTC KOREA Box Office until 10 minutes before the performance with your ID or booking number. The Box Office opens 90 Minutes before the program.

**BOOKING FORM**

**Box Office**

Myeongdong Theater : 35 MYEONGDONG-GIL, JUNG-GU, SEOUL, 04534, KOREA

The Theater Pan : 373 CHONGPA-RO, YONGSAN-GU, SEOUL, 04302, KOREA

Baek Seonghui &Jang Minho Theater : 373 CHONGPA-RO, YONGSAN-GU, SEOUL, 04302, KOREA

## TO **: NTC Korea Box Office**

## E-mail : cs@ntck.or.kr

FROM :

DATE : 2018 . .

TOTAL NUMBER OF PAGE(s) (INCLUDING THIS)

▷ Your details

|  |  |
| --- | --- |
| **★Full Name**  |  |
| **★Valid phone No.** | Day / | Evening / |
| **★Email** |   |

▷ Booking Details

|  |  |
| --- | --- |
| **★Title of the show** |  |
| **★Date & Time** |  |
| **★Seat Grade** |  |
| **★Number of the tickets** |  |

|  |  |
| --- | --- |
| ★Credit cards (MASTERCARD, VISA, and JCB) are accepted. |  |
|  **- Card No.** |  |
|  **- Expiry (year/month)** |  |
|  **- Was your card issued**  **in Korea or overseas**  | Korea |   |
| **Overseas** |   |

▷ Method of Payment

