

# Ticketing and Box Office Agreement

<b>EVENT ID:</b>		<b>Project No:</b>		<b>Date Loaded:</b>	
<b>Ticket Title:</b>					
<b>Venue:</b>	Cunningham Room ( 240) Auditorium – Flat Seating / Raised Seating / Tables of 8				
<b>Dates From:</b>		<b>To:</b>			
<b>Duration performance mins:</b>		<b>Number of Performances:</b>			
<b>On sale date:</b>					
<b>Seat Allocation:</b>	General Admission / Allocated	<b>Sales Access:</b>	All, Web, Box Office		
<b>Notes about Performance:</b>					
<i>Attributes: Promoter – Category – Type – Department - Project</i>					
<b>Ticket Type</b>	<b>Ticket Price</b>	<b>Commission Inside of Ticket Price</b>	<b>Ticket Type</b>	<b>Ticket Price</b>	<b>Commission Inside of Ticket Price</b>
	\$		ICC House Seat	\$0.00	
	\$		Promoter Comp	\$0.00	
	\$		Disability Carer Ticket	\$10.00	
	\$				
	\$				
<b>Performance Schedule</b>			<b>Held Seats</b>		
Date	Day	Start Time	No. of seats to be reserved from sale		

Ten seats per performance are allocated for venue use.

Reserved seat/space for VIPS, media, camera operation, /lighting operator, sound operator, door collects, promoter, other \_\_\_\_\_

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<b>PROMOTER DETAILS</b>	<b>Event ID:</b>	<b>Project No:</b>	
<b>Promoter Business Name:</b>		<b>ABN:</b>	
<b>Principal Contact Name:</b>			
<b>Promoters Address:</b>			
<b>Telephone No:</b>		<b>Mobile</b>	
<b>Email:</b>		<b>Fax</b>	
<b>Authorised Contacts for Ticketing Matters:</b>		<b>Mobile</b>	
<b>FINANCIAL</b>	<b>Settlement Options</b>		
<b>Account Name for Payment:</b>			
<b>Direct deposit to Bank Account:</b>	<b>Name of Bank</b>	<b>BSB</b>	<b>Account Number</b>
<b>or Cheque payable to:</b>			
<b>Post Cheque to Address:</b>			

**REFUNDS & EXCHANGES:-** The promoter has the option of taking the position of:

**Option A:** Absolutely no refunds or exchanges for tickets purchased

<b>SALES ADVICE &amp; FOYER SIGNAGE</b>	<b>Yes / No</b>		<b>Yes / No</b>
Coarse language warning		Strobe/smoke/hazer effect warning	
Contains adult themes nudity		Other (please specify)	
Video & flash photography allowed		Other (please specify)	

**FEES & CHARGES** - applied as per the adopted Council Fees and Charges for the period of hire.

Ticketing commission applies to every ticket issued:-

- 2011 - 2012 Fees:- Tickets over \$35.00 @ \$3.20 fee;- under \$35.00@ \$2.70 fee;- Community Rate @ \$1.80
- Commercial Hirer Credit Card Fee: - Charged at the rate of 3.3% of the value of tickets sold by credit card.
- Box Office programming of event:- \$80.00 per performance
- Postage and handling fee: - \$3.00 per transaction applies to ticket buyers for online and telephone sales.

**AGREEMENT** - Box Office 'Terms and Conditions' available at [www.ipswichciviccentre.com.au](http://www.ipswichciviccentre.com.au)

I accept the Ipswich Civic Centre Ticketing and Box Office 'Terms and Conditions', service fees and procedures. I authorise Ipswich Civic Centre to build, promote and sell this event using the information supplied in this agreement.

<b>Ipswich Civic Centre</b>	<b>Promoter</b>
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Date: