



# Ipswich Civic Hall

## Ticketing and Box Office Agreement

EVENT ID:		Project No:		Date Loaded:	
Ticket Title:					
Venue:	Raked Theatre or Flat Auditorium Plan (Gallery Open) (AA Row) (Cabaret Tables) (Aisle)				
Dates From:		To:			
Duration (performance mins):		Number of Performances:			
<i>Seat Text: {row} {seat} - {seat type} {area description}</i>					
Seat Allocation:	Reserved Seating or General Admission		Sales Access:	All, Web, Box Office	
Notes about Performance:	<i>Answers for Patrons/Box Office Staff: Is there an interval?..... What time will it finish?.....</i> <i>Other:</i>				
<i>Attributes: Promoter – Category – Type – Department – Project</i>					
Ticket Prices:	Ticket Price	Commission Inside of Ticket Price		Ticket Price	Commission Inside of Ticket Price
Adult	\$ :	\$ :	Special Offer	\$ :	\$ :
Children 14 & <	\$ :	\$ :	Vouchers	\$ :	\$ :
Concession/Student	\$ :	\$ :	Complimentary	\$ :	\$ :
Group of 10> @ Concession Rate	\$ :	\$ :	Carer	\$ :	\$ :
Family of 4 + Ticket (max 2 Adults)	\$ :	\$ :		\$ :	\$ :
A Reserve	\$ :	\$ :		\$ :	\$ :
B Reserve	\$ :	\$ :		\$ :	\$ :
Performance Schedule				Held Seats	
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>	Event ID:	Project No:	
Promoter Business Name:		ABN:	
Principal Contact Name:			
Promoters Address:			
Telephone No:		Mobile:	
Email:		Fax:	
Authorised Contacts for Ticketing Matters:		Mobile:	
<b>FINANCIAL</b>	<b>Settlement Options</b>		
Account Name for Payment:			
Direct deposit to Bank Account:	Name of Bank	BSB	Account Number
or Cheque payable to:			
Post Cheque to Address:			

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

Option A: Absolutely no refunds or exchanges for tickets purchased or  Option B: Enquiries directed to Promoter

SALES ADVICE & FOYER SIGNAGE	Yes / No		Yes / No
Course language warning		Strobe / smoke / hazer effect warning	
Contains adult themes nudity		Alcohol on sale to the public	
Video & flash photography allowed		Other	

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

Ticketing commission applies to every ticket issued:-

- 2009 - 2010 Fees:- Tickets over \$35.00 @ \$2.80 fee;- under \$35.00@ 2.40 fee;- Community Rate @ \$1.60
- 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:- \$75.00 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.ipswichcivichall.com.au](http://www.ipswichcivichall.com.au)

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

Ipswich Civic Hall	Promoter
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Date: