



Buford Community Center, Town Park & Theatre Ticketing Agreement

Policies: Initial Each Policy After Review

Sales Tax: The Buford Community Center will collect and submit sales tax to the State of Georgia on all tickets sold. Sales tax rate is currently 6% and shall vary, as necessary. _____

Box Office: The Buford Community Center sales and administrative office will act as box office and manage ticket sales at the facility Monday through Friday from 10AM-4PM. Tickets may also be marketed and sold online. _____

Door Sale: Should tickets remain unsold on the day of the show, Buford Community Center shall sell tickets at a designated area of the Community Center on the day of performance at least two (2) hours before curtain to ½ hour past curtain. _____

Contact Person: Presenter will appoint one person to be the contact person for the presentation. All changes, comp requests, comp lists, and requests for event financial information shall come through that person. _____
Name of contact person: _____.

Presenter

Comp Tickets: Complimentary tickets may be pulled by the Presenter for legitimate comp needs only. Comp tickets have a zero dollar value and may not be sold or resold. Presenter is responsible for distributing any comp tickets requested. _____

House Comp Tickets: Buford Community Center is entitled to 4 comp tickets per performance. _____

Payment: The Buford Community Center box office accepts cash, Visa, Mastercard, and American Express as forms of payment from ticket customers. Presenter is responsible for any chargebacks. _____

Phone: The Buford Community Center will present the main phone number on all marketing material and will accept phone orders during regular business hours. _____

Publicity

Materials: Presenter shall advise the Buford Community Center of all sales and marketing materials prior to distribution and submit to the city for approval. This includes sponsorship advertisements and all ticket discount offers. _____

Refunds: Buford Community Center policy is No Refunds, No Exchanges. _____

Settlement: Buford Community Center will give Presenter an accounting of ticket sales after each performance. Presenter understands that all monies due Presenter from settlement are processed through the City of Buford accounting department and shall allow 15 business days for this processing. _____

Ticket

Prices: Buford Community Center reserves the right to apply a service charge to all ticket sales. Sales tax must be added to all ticket sales. _____

Will-Call: Buford Community Center will support will-call for orders placed through Buford Community Center. _____

Cancellation: In the event a performance is cancelled, the Presenter is still responsible for all box office fees incurred up to that point. Additionally, the Presenter shall be charged a second 3% of all credit charges, to cover resubmitting charge cards for credits. _____

Sponsors: The City of Buford retains the right to approve all sponsors/advertisers that will be advertised on marketing material, promotional ads, tickets, etc. that mention the Buford Community Center, Town Park & Theatre or city of Buford.

FEE SCHEDULE: Choose One

_____ **Option 1: Buford Community Center handles all ticket sales.**

Setup Fee & Administration: \$300
Credit Card Charges: 3% of all credit charges
Service Charge: _____

_____ **Option 2: BCC Resident Presenter handles all ticket sales.**

BCC Resident Presenter shall purchase all tickets in advance subject to the revenue split provisions outlined in the BCC Resident Presenter Agreement.

AGREEMENT

I have read and understand the above charges and agree to pay the fees outlined. I also understand and agree to abide by all policies listed.

Authorized Signature: _____ Date: _____
Organization Name: _____
Event: _____
Event Date(s): _____

**Buford Community Center, Town Park & Theatre
Ticketing Set-Up Form**

The Buford Community Center (BCC) must receive this form at least 2 weeks prior to preferred on-sale date. The BCC requires the signed rental/usage agreement, rental fee (if applicable), and ticketing fees prior to tickets being sold..

PRESENTER INFORMATION

Today's Date: _____ Organization: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail Address: _____

PERFORMANCE INFORMATION

Preferred On Sale Date: _____

Event Name: _____

Event Date(s): _____ Time: _____

_____ Time: _____

Number of Performances: _____ Running Time of Show: _____

Does the Show have Intermission: Yes ___ No ___

Choose One: Reserved Seating ___ OR General Admission Seating ___

Type of Performance: _____

Are there any auxiliary events tied to this performance (i.e. reception, etc.) Yes ___ No ___

TICKET PRICES

Please indicate ticket prices below. All ticket prices must be whole dollar amounts. Three price classes are offered for standard reserved seating: Ticket Price A = Boxes, Ticket Price B = Lower Level, Ticket Price C = Balcony.

Ticket Price	Dollar Amount	Theatre Section
A	_____	_____
B	_____	_____
C	_____	_____

TICKET TEXT

Please print the ticket text exactly as you want the tickets to read, including lower and upper case preference. Day, Date, and Time will be auto-generated.

Line 1 _____

Line 2 _____

Line 3 _____

Line 4 _____

Line 5 _____

SPONSOR/ADVERTISER INFORMATION

Please note that the city of Buford retains the right to review and approve all sponsors and advertisers for all events including information that is placed on marketing material and tickets.

Do you have sponsorship and/or advertising information that you would like on the tickets

Yes _____ No _____

Sponsorship/Advertiser Name: _____

Does the organization have a logo: Yes _____ No _____ Electronic file of the logo must be forwarded to the BCC event manager.

Other Text to Include on the Tickets:

Other Text (cont.)

HOLDS/COMP TICKETS

Indicate seats you need placed on Pre-Pull* or Comp**:

<u>Pre-Pull</u>	<u>COMP</u>	<u># of Seats</u>	<u>@ Price</u>	<u>Section</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*Pre-Pull means the BCC will pull those tickets and provide them to the Presenter/Promoter
**Comp tickets will be pulled at no cost or price point and provided to Presenter. The Buford Community Center reserves the right to four (4) comp tickets per event.

Please sign below indicating that all information on the ticketing set-up form is accurate.

Authorized Signature: _____

Date: _____